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MARINE CORPS BASES JAPAN
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MARINE CORPS BASES JAPAN/III MARINE EXPEDITIONARY FORCE ORDER
1050.7A

From: Commander, Marine Corps Bases Japan
Commanding General, III Marine Expeditionary Force
To: Distribution List

Subj: LIBERTY CAMPAIGN ORDER

Ref: (a) MCBJO 5800.6B
(b) MCO 1050.3J
(c) NAVMILPERSMAN (TOTAL)
(d) OPNAVINST 1700.16
(e) Manual for Courts-Martial (MCM)
(f) JAGMAN, Sect 0104b
(g) USFJINST 31-204
(h) MCBJO 5420.2A
(i) MCBJO 5300.1C
(j) MCBJO P11240.1C
(k) MCO P1020.34G
(l) MCBJO 1020.1D

Encl: (1) Liberty Campaign Guidance

1. Situation. All Status of Forces Agreement (SOFA) status personnel are ambassadors to Japan. Therefore, it is imperative you conduct yourselves in a disciplined manner, displaying the Navy and Marine Corps values of "Honor, Courage, and Commitment." At the same time, you must possess the moral courage to take appropriate action to prevent or report the misconduct of others.

2. Cancellation. MCBJ/III MEFO 1050.7 w/Ch 1-3.

3. Mission. To promulgate regulations and establish policy for leave, liberty, and standards of conduct for SOFA status personnel.

4. Execution

a. Commander's Intent

(1) Purpose. Establish a liberty program for all personnel assigned to Marine Corps Bases Japan (MCBJ)/III Marine Expeditionary Force (MEF) in Japan, civilian personnel, and dependents that promotes responsible personal behavior and respect for human dignity.

(2) Method. I intend to implement measures designed to deter or prevent misconduct and further promote the responsible and mature conduct of all members in this organization. Noncommissioned Officers and Petty Officers (NCOs/POs) are leaders who potentially face the enemy in hand-to-hand combat and are directly responsible for the conduct of their subordinates in battle. Therefore, the main effort and all assets available to the leadership of MCBJ/III MEF will be focused on training, guiding, and empowering NCOs/POs. One tool to prevent or deter misconduct is the issuance of red and gold liberty cards.

(3) End-State. A comprehensive liberty program that results in a reduction of misconduct by employing effective prevention measures, empowering junior leaders to take charge and prevent incidents from occurring, and maintaining an environment promoting respect for human dignity and fostering outstanding foreign relations. Awarding a gold card is a privilege that reflects the command's determination that each individual represents the epitome of core values, conduct, maturity, judgment, performance and standards, and that the individual is not at risk of discrediting themselves or their service with the host nation. Commanding Officers at all levels will be held accountable for the actions of their Marines and Sailors.

b. Subordinate Command Mission. MCBJ/III MEF units will promote personal accountability and acceptable behavior; identify and control high risk individuals deemed a threat to foreign relations; prevent future incidents causing death, injury, or international turmoil; and empower NCOs/POs to take charge and actively prevent personal misconduct. All commanders will closely monitor alcohol use and aggressively use prevention programs within their commands.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the Deputy Commander, MCBJ, via your chain of command.

5. Administration and Logistics

a. This Order is published electronically and can be accessed on-line via the Marine Corps Base, Camp Butler G-1 (Adjutant Branch) Sharepoint portal site at <https://wss.mcbbutler.usmc.mil/G1/Adjutant/default.aspx>.

b. Commands without access to Sharepoint can contact the MCBJ Adjutant for a hard copy of this Order.

6. Command and Signal

a. Command. This Order applies in its entirety to all uniformed personnel temporarily or permanently assigned to MCBJ/III MEF, and stationed on Mainland Japan and Okinawa. Chapter 6 of this Order applies to all MCBJ/III MEF uniformed personnel, temporarily or permanently assigned to tenant commands aboard MCBJ, Department of Defense (DoD) civilians and SOFA status contractors employed on or residing on a MCBJ installation, and the dependents of the foregoing personnel. Provisions of this Order that are punitive are identified in the "purpose" section of each chapter.

b. Signal. This Order is effective the date signed.


K. J. GLUECK

DISTRIBUTION: LISTS MCBJ A/B, III MEF I/II

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Chapter 1

Leave and Liberty

1. Purpose. To publish leave and liberty policies and procedures for Marine Corps Bases Japan (MCBJ)/III Marine Expeditionary Force (MEF) uniformed personnel. Paragraphs 3(c) and 6(c) of this Chapter are punitive, violations of which are punishable under Article 92, Uniform Code of Military Justice (UCMJ).

2. Policy. Leave and liberty will be granted per references (a), (b) and (c) and this Chapter:

a. Leave for Uniformed Personnel on Accompanied or Unaccompanied Tours. Personnel serving accompanied or unaccompanied tours are encouraged to use their entire 30 days of leave each fiscal year. While this policy exists, commanders may impose stricter guidance for readiness or operational reasons.

b. Leave for Uniformed Personnel Participating in the Unit Deployment Program (UDP). Members of units attached to III MEF as part of the UDP may be granted annual leave while the unit is attached to III MEF.

3. Leave

a. Per reference (b), to obtain maximum benefit from annual leave programs, such programs should provide the opportunity to take frequent periods of leave, including, when possible at least one leave period each year of about 15 consecutive days in length or longer.

b. Limitations. A Marine shall not be authorized more than 60 days annual leave during any fiscal year except as set forth in chapter 2 paragraph 9 of reference (b). No Marine shall be authorized annual leave for a continuous period of more than 60 days without prior approval of Headquarters Marine Corps.

c. Leave and Special Liberty. Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special

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liberty period. However, leave must commence and terminate in the vicinity of the local area of the Marine's primary duty station. Once leave starts, and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days, and holidays) are to be charged as leave starting on the time and date they are signed out on leave until the time and date they are signed in from leave. All MCBJ/III MEF uniformed personnel must have a copy of their leave papers in their possession when in a leave status in Japan (to include all islands of Okinawa Prefecture).

d. Leave requests will be submitted through the chain of command via Marine Online (MOL).

e. Requests for leave extensions, based on sufficient justification and information, may be approved by the Commanding Officer.

f. Emergency Leave. Reference (b), paragraph 2012.3 defines the circumstances under which personnel are entitled to funded emergency leave. No funding is involved in local emergency leave.

g. Hospitalization While on Leave or Liberty

(1) If Marines on leave or liberty are hospitalized, they should immediately notify their Commanding Officer or the nearest Marine Corps activity or representative and request instructions/assistance. If, upon release from the hospital, the uniformed member is permitted by competent medical authority to revert to a leave or liberty status, the uniformed member is to immediately notify their Commanding Officer. If on leave, the Leave Authorization (NAVMC 3) should be endorsed or annotated to show the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, the Marine will obtain a statement from the attending physician containing the aforementioned information for delivery to their Commanding Officer.

(2) Any time emergency medical or dental treatment is obtained from civilian sources, whether or not it involves hospitalization, the MCBJ/III MEF uniformed member is responsible for obtaining bills for the care, itemized to show

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all dates for which services were rendered or supplies furnished, and the nature of the charge for each item. A copy of the bill will be presented to the Marine's Commanding Officer. For further guidance on processing claims for medical care provided to uniformed personnel and their dependents while on leave or liberty refer to the Tricare website at <http://www.tricare.mil/tma/pacific>.

4. Approval Authority

a. Commander, MCBJ will approve leave for the Commanding General of Marine Corps Base, Camp Smedley D. Butler.

b. Deputy Commander, MCBJ will approve leave for:

(1) Commanding Officer, Marine Corps Air Station (MCAS), Iwakuni.

(2) Commanding Officer, MCAS, Futenma.

(3) Commanding Officer, Camp Fuji.

(4) Commanding Officer, Headquarters & Service Battalion.

(5) Chief of Staff, MCBJ.

(6) Members of the Deputy Commander's personal staff.

c. Commanding General, III MEF will approve leave for:

(1) Commanding Generals of the major subordinate commands (MSCs).

(2) Deputy Commanding General, III MEF.

(3) Chief of Staff, III MEF.

(4) Commanding Officer, 31st Marine Expeditionary Unit (MEU).

(5) Commanding Officer, III MEF Headquarters Group (MHG).

(6) Members of the Commanding General's personal staff.

d. Chief of Staff, III MEF will approve leave for all general and special staff members assigned to the III MEF Command Element (CE).

e. Commanding Officers, III MHG and 31st MEU will approve leave for all members assigned to their respective units.

f. Assistant Chiefs of Staff for MCBJ/III MEF and special staff officers may approve leave for all members assigned within their respective sections in the CE.

5. Foreign Leave

a. MCBJ/III MEF Uniformed Personnel Responsibilities. Individuals requesting foreign leave travel are responsible for the following as it applies to them and to any dependents who accompany them:

(1) Obtaining travel information and complying with the laws of the countries/places visited. Many countries/locations in the region require special approval to visit. To view the most current travel requirements to these countries/locations, go to <https://www.fcg.pentagon.mil/fcg.cfm>, which is the Electronic Foreign Clearance Guide. Anti-terrorism force protection briefs/packages must be completed, if required, before leave may be approved.

(2) Compliance with immunization requirements.

(3) Transportation arrangements via space available accommodations for leave travel on Air Mobility Command(AMC) flights should not be relied upon, and it is imperative that Status of Forces Agreement (SOFA) personnel attempting to travel on this basis have sufficient funds to defray travel expenses and to cover the costs of hotel accommodations and other expenses when delayed or when passage by AMC is unobtainable.

(4) Compliance with published U.S. Pacific Command (USPACOM) travel requirements as well as voluntary registration with the U.S. Department of State prior to traveling on leave in a foreign country.

b. Command Responsibilities. Prior to granting foreign leave, commanders will ensure all requirements have been met, and the Marine understands their conduct and that of their dependents reflects directly on the United States.

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c. Leave for Navy Personnel. The granting of leave to Navy personnel for the purpose of visiting foreign countries will be in accordance with article 3020520 of reference (d).

6. Liberty. Liberty is the authorized absence of a uniformed member from his or her place of duty for short periods and not chargeable to the individual's leave account.

a. Normal Liberty. Liberty may be granted from the end of normal working hours until the commencement of working hours on the next normal working day. This includes normal liberty at the conclusion of the workday, normal weekend liberty, and weekend liberty which is extended by a holiday falling on a Friday or Monday. Liberty will expire as designated by Commanding Officers, Monday through Friday, subject to curfew limitations which may be imposed due to the local situation and the provisions contained in chapter 2 of this Order.

b. Special Liberty. Requests for special liberty will be submitted to the respective Commanding Officer, via the chain of command, for approval. A special liberty period will not, under any circumstances, exceed four days. When an individual requests an extension of an authorized period of special liberty and said special liberty and extension time exceeds four days, then that portion that exceeds the special liberty will be charged to the Marine as annual leave. Special liberty may be authorized by the Commanding Officer for specified periods which include normal working hours and/or overnight hours, subject to the following limitations:

(1) 48 Hour Special Liberty. Liberty to commence at any hour may be granted for 48 hours or less. Liberty granted for 48 hours which expires during normal liberty hours on a day preceding a normal workday may be extended to the commencement of working hours the following day. For example, if special liberty commences on Tuesday at 1630 and expires at 1630 Thursday, the Commander can extend the authorized period of liberty until 0730 on Friday, which would be a normal workday.

(2) 72 Hour Special Liberty. A special liberty period commencing at any hour designated by the commanding officer and expiring 72 hours later, when a three-day liberty includes only regular liberty time, with no scheduled working hours included, it is then treated as regular liberty. This applies when a holiday period falls on a Friday or a Monday. For example, the

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72-hour liberty starts on Friday at 1630 and ends on Monday at 1630, the Commander can extend the authorized period of liberty until Tuesday at 0730.

(3) 96 Hour Special Liberty. A special liberty period commencing at an hour designated by the Commanding General and expires 96 hours later.

c. Special Liberty Approval. Commanding Officers, grade O-5 and above, retain full discretion to grant or deny special liberty requests and are authorized to grant overnight liberty. All approvals must be consistent with the intent of this Order and issued on a case-by-case basis, in writing, by an O-5 or higher Commanding Officer in the requestor's chain of command. If granted, such authorization must be in writing, and all personnel shall keep a copy of their O-5 Commanding Officer's written approval in their possession at all times.

d. Liberty Limits. Liberty may be authorized as follows, subject to the provisions contained in chapter 2 of this Order and the passport/visa/immunization/entry requirements of the location involved.

(1) Okinawa

(a) Normal daily liberty at the conclusion of the workday is restricted to the main island of Okinawa only.

(b) Under the restrictions imposed by chapter 2 of this Order, weekend liberty and 48 hour special liberty is authorized for:

1. All Okinawan Islands
2. Mainland Japan

(c) 72 hour special liberty is authorized for:

1. Republic of Korea (South Korea)
2. Hong Kong

(d) 96 hour special liberty (depending on current USPACOM travel restrictions) is authorized for:

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1. Republic of Philippines
2. Thailand
3. Singapore
4. Indonesia
5. Malaysia

7. Action

a. MCBJ/III MEF Uniformed Personnel. Personnel whose annual leave is approved by appropriate authority through MOL must check-out/check-in through MOL in order to ensure leave days are charged.

b. Commanding Officer

- (1) Ensure Marines submit leave requests through MOL.
- (2) Establish procedures to manage the leave process on MOL, to ensure leave is being charged correctly and promptly.
- (3) Retrieve meal cards and weapons cards from personnel departing on leave.
- (4) Publish leave and liberty regulations and procedures, in keeping with this Order

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Chapter 2

Off-Base Liberty Card Program

1. Purpose

a. The personal conduct of MCBJ/III MEF uniformed personnel can significantly influence and impact, positively and negatively, United States-Japanese foreign relations. Statistically, most off-base liberty incidents of misconduct occur between the hours of 2400 and 0500. The Liberty Campaign Order is intended to significantly reduce these incidents and is an essential element of maintaining good foreign relations between the United States and our host country of Japan. Commanders are responsible for ensuring all Marines and Sailors under their command act in a manner consistent with proper military decorum, standards, and regulations.

b. To establish regulations governing the Off-Base Liberty Card Program for all MCBJ/III MEF uniformed personnel. Paragraphs 4(d), 4(f), 4(g), 5(c), 5(d), 5(e), 5(f), 5(g), 6(a), 6(b), 6(c), and 7(d) of this Chapter are punitive, violations of these paragraphs are punishable under Article 92, UCMJ.

2. Background. Regular liberty normally begins at the end of normal working hours on one day and lasts until the commencement of working hours on the next working day. For the purpose of this Order, regular liberty includes weekends and official U.S. holidays.

3. Action

a. MCBJ/III MEF uniformed personnel will be issued either a red or gold liberty card. No liberty card will be issued until completion of the Newcomer's Orientation Welcome Aboard (NOWA) Seminar and the Standards of Conduct Class. Additionally, all MCBJ/III MEF uniformed personnel are required to complete cultural awareness training prior to receiving their liberty card. Okinawa cultural awareness training will be required on an annual basis for all MCBJ/III MEF uniformed personnel regardless of rank or liberty card status.

b. All Newcomers regardless of rank (to include family members are not allowed unaccompanied, off-base liberty without

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their sponsor until receiving the NOWA Seminar and Standards of Conduct Class. Exceptions should be rare, but may be granted on a case by case basis by an O-6 Commander or higher.

c. Battalion/Squadron Commanding Officer and Above

(1) Authorized to issue or revoke liberty cards at their discretion, keeping within the intent of this Order.

(2) Responsible for the procurement, preparation, issuance, maintenance, control, and revocation of liberty cards. Rosters of all cards issued will be maintained by the Command.

(3) Educate MCBJ/III MEF uniformed personnel on the requirements of this Order.

(4) Conduct a quarterly review to ensure compliance with the spirit and intent of the Liberty Campaign Program. A local checklist may be developed to assist Commanders on their quarterly review.

(5) Ensure that no more than 10 percent of the unit's quarterly E-3 on-board strength has been issued a gold liberty card.

(6) Ensure that all uniformed personnel complete annual cultural awareness training.

d. Camp and Station Commanding Officers

(1) At a minimum, all open access control points, on all Marine Corps camps and stations will have a Noncommissioned Officer/Petty Officer (NCO/PO) or above present (in a duty status) for inbound and outbound traffic checks between the hours of 2200 and 0200 on weekends and holidays. Camp/Station Commanding Officers will have the manpower support of all tenant commands within their respective camp or station.

(2) Establish procedures to identify MCBJ/III MEF uniformed personnel in violation of this Order during routine checks at gates.

(3) Coordinate with the Provost Marshal's Office (PMO) for issuance of Minor Offense Reports (MORs) for MCBJ/III MEF uniformed personnel in violation of this Order.

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e. Provost Marshal's Office

(1) Establish procedures to identify MCBJ/III MEF uniformed personnel in violation of this Order during routine and random identification checks at gates.

(2) Issue MORs for MCBJ/III MEF uniformed personnel in violation of this Order, and ensure notification to their commanders.

f. Public Affairs Office. Ensure periodic dissemination of information concerning the liberty card program through print and website postings.

4. Gold Liberty Card

a. Normally, Officers and Staff Noncommissioned Officers (SNCOs) will be issued a gold liberty card upon reporting to their command. Officers and SNCOs will not be required to submit a request form; however, they will provide a copy of their commendatory/derogatory pages from their Official Military Personnel File (OMPF) found on MOL to their Battalion/Squadron Level Commanding Officer. The preferred method of delivery will be an encrypted file. Hard copy submissions will be certified true copy and will be treated as sensitive in nature. Officers and SNCOs are not required to show their liberty card when in uniform.

b. After a 90 day period of observation after reporting into their command, NCOs/POs may be issued a gold liberty card, as long as, in the Commanding Officer's judgment, they have demonstrated maturity, judgment and superior conduct and performance. NCOs/POs will not be required to submit a request form; however, the chain of command and Battalion/Squadron Level Commanding Officer will conduct a thorough review of their service record book as well as a review of their commendatory/derogatory pages from their OMPF found on MOL.

c. Marines and Sailors in the grade of E-3 may submit a request for a gold liberty card to their Battalion/Squadron level Commanding Officer(O-5 or above) via their chain of command using the request form located at figure 2-4 of this Order. Commanding Officers may approve gold cards to designated E-3s who

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demonstrate exceptional maturity, judgment, and superior conduct and performance.

d. Appendix A contains a list of criteria that all Commanding Officers must use when considering the approval of a gold liberty card for service members in the grade of E-3.

e. In addition to the required criteria contained in Appendix A, approval of a gold liberty card for an E-3 will be based on recommendations of the officers and enlisted personnel (E-4 and above) in charge of the Marine or Sailor. All recommendations will be annotated on the Marine's or Sailor's request form.

f. Marines/Sailors who have won special boards such as Marine/Sailor of the quarter/year or who have been meritoriously promoted may receive special consideration for issuance of a gold card. Additionally, participation in the Single Marine Program and/or participation as a volunteer either on-base or off-base; proficiency and conduct marks above the unit's average; participation in off-duty education; individual medical and dental readiness; and completion of the minimum level of MCMAP training required based on rank and MOS may be taken into consideration when assessing the "whole Marine."

g. Commanding Officers shall document the approval and issuance of any gold card based on the criteria above. Commanding Officers are reminded that only the most deserving Marines or Sailors in the grade of E-3 can be issued a gold card based upon meritorious performance. E-3s can only be considered for gold cards if they have been on mainland Japan/Okinawa a minimum of 90 days.

h. Liberty cards are fully transferable within MCBJ and III MEF commands. Gold liberty card privileges can transfer with MCBJ/III MEF uniformed personnel from one unit to another at the gaining command's discretion.

i. MCBJ/III MEF uniformed personnel issued a gold liberty card are authorized "overnight" liberty and are not required to check in, unless directed by their Commanding Officer.

j. All MCBJ/III MEF gold liberty card holders, regardless of permanent duty station, if on leave, special liberty, or Temporary Additional Duty (TAD) in Japan, are required to adhere to the rules of this Order.

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k. At the discretion of the Commanding Officer, any decrease in performance or conduct may trigger a review and revocation of a uniformed member's gold liberty card status. Misconduct may result in the permanent suspension of the uniformed member's gold liberty card.

5. Red Liberty Card

a. All uniformed personnel, E-3 and below, will initially be issued a red liberty card.

b. Company commanders with NJP authority and company grade officers designated by battalion/squadron-level Commanding Officers are authorized to assign red liberty cards.

c. MCBJ/III MEF uniformed personnel who have not demonstrated maturity, judgment, or superior conduct, or whose Commanding Officers feel require an initial period of observation (90 days minimum) will not be issued a liberty card. Instead, they will be assigned to the Liberty Risk Program.

d. Red liberty cards for MCBJ/III MEF uniformed personnel living in the Bachelor Enlisted Quarters (E-5 and below) will be retained by the unit until liberty has been sounded. At the conclusion of the daily liberty period, red liberty cards will be returned to unit for retention. Unit Commanding Officers will determine the most appropriate means to execute the daily dissemination and retrieval of liberty cards within their commands.

e. Red liberty card holders on off-base liberty, approved leave or approved special liberty, will have their liberty card in their possession as well as a copy of their valid approved leave papers or a copy of their O-5 Commanding Officer's written approval for special liberty.

f. Red liberty card holders must be physically present and remain at their home camp, their off-base residence or the approved special liberty/local leave address approved by the Commanding Officer from 2400 to 0500, Monday through Sunday.

g. Red liberty card holders, regardless of rank, must have a liberty buddy during off-base liberty (after normal working hours to include weekends and holiday periods).

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h. A liberty buddy as defined by this Order is another uniformed member, a SOFA status dependent, or a Department of the Defense civilian employee of equal grade/status.

i. Red liberty card holders on approved local leave or approved special liberty as defined in chapter 1 paragraph 6b are not required to have a liberty buddy. Commanding Officers may require periodic check-in at their discretion.

6. Alcohol. Public consumption of alcohol is secured at 2400 each night. "Public consumption" means any consumption of alcohol off of a U.S. military installation EXCEPT when in an off-base private residence (refer to chapter 1 for leave and special liberty considerations). This applies to all MCBJ/III MEF uniformed personnel regardless of color of liberty card, duty status, or rank.

7. Exceptions for Service Members Issued a Red Liberty Card

a. Travel in conjunction with official duties. MCBJ/III MEF uniformed personnel who have been issued a red liberty card may be off their home installation or outside of their off-base quarters during restricted hours without prior approval ONLY if they are in the performance of official duties. For purpose of this Order, official duty includes physical training and transiting to and from duty by the most direct means with no non-emergency off-base stops.

b. Temporary Additional Duty (TAD). MCBJ/III MEF uniformed personnel who have been issued a red liberty card may enter and exit the installation between the hours of 2400 and 0500 when departing on or returning from TAD. These service members will be required to show a copy of their TAD orders during entry or exit of the installation.

c. Participation in Marine Corps Community Services (MCCS) or Morale, Welfare and Recreation (MWR) Events. MCBJ/III MEF uniformed personnel who have been issued a red liberty card may enter and exit the installation between the hours of 2400 and 0500 when participating in MCCS or MWR tours that include MCCS/MWR-provided transportation. MCBJ/III MEF uniformed personnel will be required to show a copy of their receipt for the MCCS/MWR function upon entry or exit of the installation.

d. The Green Line. Unless directed otherwise by their

Commanding Officer, MCBJ/III MEF uniformed personnel who have been issued a red liberty card will be considered in compliance with paragraph 5(e) above, when using "The Green Line" transportation. Use of any other form of transportation (Example: taxi, personal auto, or commercial bus) by red card holders between the hours of 2400 and 0500 to transit between bases will be considered "off-base."

e. Other Exceptions. All MCBJ/III MEF uniformed personnel, regardless of liberty card color, desiring any exception not addressed above must submit a written request in advance to their Commanding Officer (O-5 and above) via the chain of command.

8. Liberty Cards

a. Sample liberty cards are contained in figures 2-2 and 2-3.

b. Red and gold liberty cards issued to service members that are of legal drinking age are depicted in figure 2-2.

c. Red and gold liberty cards issued to service members that are not of legal drinking age are depicted in figure 2-3. These cards will contain the phrase "UNDER 20" centered on the front and back of the card to more easily identify service members not authorized to consume alcohol.

d. The manufacture, distribution, or possession of a fraudulent liberty card is a violation of this Order.

9. Liberty Card Matrix. Figure 2-1 illustrates some of the differences between red and gold liberty card privileges and is provided for ease of reference.

10. Liberty Card Procurement. Liberty card stock inventory is available from the Direct Support Stock Control for purchase by battalion/squadron level and above commands.

11. Liberty Card Production. Liberty cards will be produced in accordance with figures 2-2, 2-3 and 2-4 at the battalion/squadron level. Commanding Officers will complete all information blocks and sign, date, and laminate the card. Prior to lamination, cards will be stamped using the unit seal impression device to create a raised/embossed seal.

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12. Liberty Card Distribution. Commanding Officers will distribute and issue liberty cards per the instructions contained in this Order.

13. Liberty Card Security. Liberty cards are a controlled item; therefore, all units must have full accountability of non-issued cards.

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Red/Gold Liberty Card Matrix		
	Red Card	Gold Card
Newcomer's orientation/JRC in-processing required prior to authorization for unaccompanied (without sponsor) off-base liberty	X (1)	X(1)
Cultural Awareness Training completed prior to issuance of liberty card. Annual requirement thereafter.	X	X
Liberty cards and privileges fully transferrable within MCBJ/III MEF commands. Gaining Commanding Officer's discretion.	X	X
Liberty card required to be in one's possession while on off-base liberty or leave in Japan	X	X
Authorized overnight liberty without O-5/O-6 Commanding Officer's approval		X
After 2400, shall not be in off-base bars/nightclubs or any establishment where primary business is sale and consumption of alcohol	X	X
Applicability. All uniformed personnel permanently or temporarily assigned to MCBJ/III MEF in Japan	X	X
E-5 and below residing in on-base barracks - Liberty Cards retained by unit Commanding Officers and checked in and out as required/when authorized.	X	
Must be physically present at their home camp/station or their off-base residence from 2400-0500 Monday thru Sunday	X (2)	
Liberty buddy required	X (3)	

(1) All uniformed personnel permanently or temporarily assigned to MCBJ/III MEF in Japan are required to complete Newcomer's Orientation or JRC in-processing prior to being issued a liberty card. Exceptions should be rare, but may be granted on a case-by-case basis by O-6 Commanders or higher.

(2) Unless directed otherwise by their Commanding Officer, MCBJ/III MEF red card holders will be considered in compliance when using Green Line transportation.

(3) Unless on approved annual leave or properly authorized special liberty.

Figure 2-1 Red/Gold Liberty Card Matrix

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MARINE CORPS BASES JAPAN		DATE ISSUED
III MEF		07-Jun-09
LIBERTY CARD		DATE OF BIRTH
		31-Jan-88
LAST NAME	FIRST NAME	MIDDLE INITIAL
DOE	JANE	A
LIBERTY NUMBER		CARD NUMBER
XXX-XX-5678		III MHG 2
GRADE		RANK
		E2/PFC
DEPARTMENT		
III MEF HQ GROUP		
RESIDENCE		
BRKS 2825 CAMP HANSEN		
SIGNATURE		
D. G. JORDAN, COL USMC		

****Honor, Courage, Commitment****

Important Phone Numbers

Staff Duty Officer	621-4221
Officer of the Day	621-6999
Command Duty Officer	622-7571
Marine Corps Base Operator	098 692 5111
Emergency (on base)	911
Emergency (from off base)	893-7911

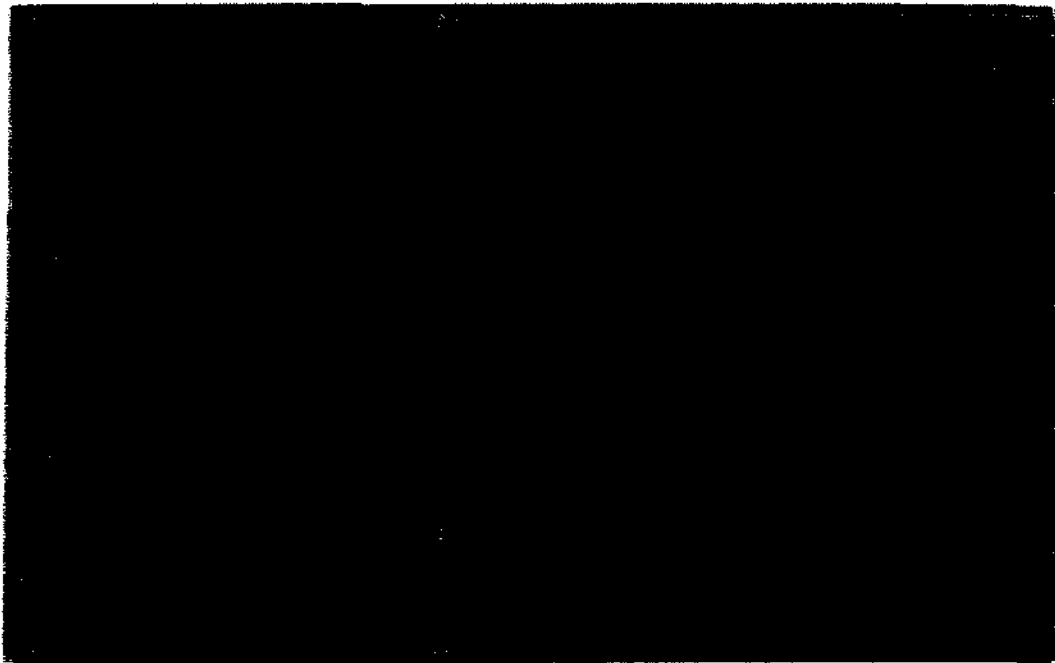
Being a Good Ambassador is a full time job

Make a commitment to get home safely

- Wear your seatbelts
- Don't drink and drive
- Act responsibly

Figure 2-2--Sample Liberty Card (Gold)

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*****Honor, Courage, Commitment*****

Liberty Card

NAME	623 4512
OFFICE	123 4567
ADDRESS	456 789
PHONE	789 012
DATE	123 456
TIME	789 012
LOCATION	123 456
REMARKS	789 012

Be a responsible citizen. Be a good driver. Be a committed citizen.

Don't drink and drive.

Don't drink and drive.

Don't drink and drive.

Figure 2-2a--Sample Liberty Card (Red)

1 SEP 2011

MARINE CORPS BASES JAPAN/ III MEF LIBERTY CARD		DATE ISSUED 07-Jun-09
		DATE OF BIRTH 30-Jan-90
CARD NAME FIRST NAME MIDDLE INITIAL DOE, JOHN A	CARD NUMBER III MEG 1	
CARDIAL SECURITY NUMBER XXX-XX-1234	RANK, GRADE E1/PVT	
COMMAND / DEPARTMENT / BASE III MEF HQ GROUP		
RESIDENCE / INTERESTING ADDRESS BRKS 2825 CAMP HANSEN		
SIGNATURE GRADE TITLE OF ISSUING OFFICER D. G. JORDAN, COL USMC		

****Honor, Courage, Commitment****

Important Phone Numbers

Staff Duty Officer	622-4925
Officer of the Day	622-6909
Command Duty Officer	622-7571
Marine Corps Base Operator	098-892-5111
Emergency (on base)	911
Emergency (from off base)	893-7911

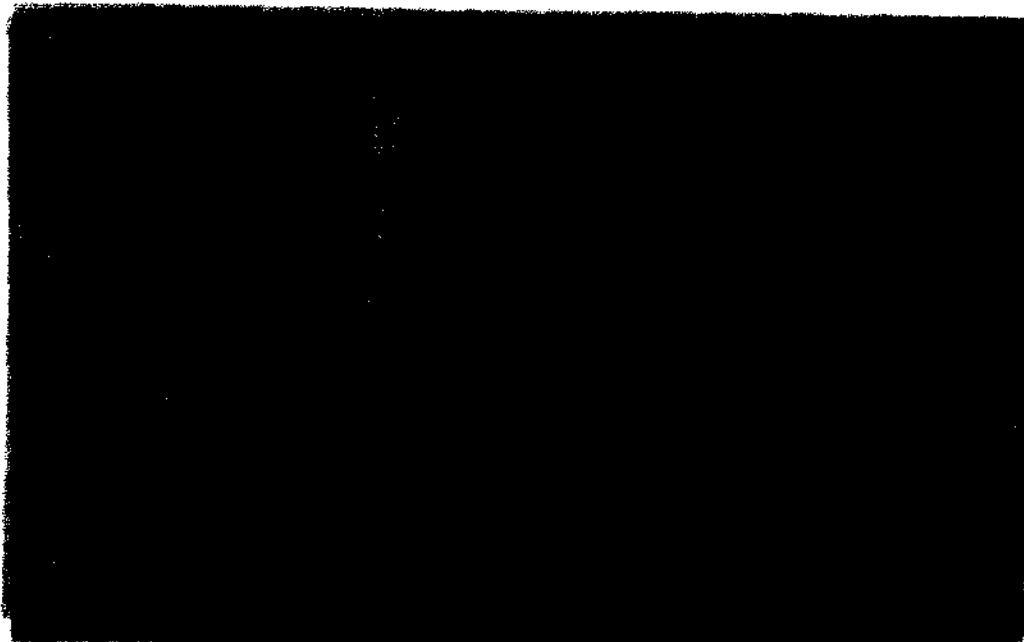
Being a Good Ambassador is a full time job!

Make a commitment to get per home safely

- Wear your seatbelts
- Don't drink and drive
- Act responsibly

Figure 2-3--Sample Liberty Card (Under 20) (Gold)

1 JUL 2011



*****Honor, Courage, Commitment*****

THE ARMY PLEDGE

ALL DAY OFFICIAL	111-1111
OFFICIAL OF THE DAY	111-1111
Commander of the Day	111-1111
Executive Officer of the Day	111-1111
Adjutant General of the Day	111-1111
Quartermaster of the Day	111-1111
Communications Officer of the Day	111-1111
Transportation Officer of the Day	111-1111
Medical Officer of the Day	111-1111
Chaplain of the Day	111-1111

By signing this card, I am pledging to:

- Be a good soldier.
- Be a good citizen.
- Be a good family member.
- Be a good friend.
- Be a good neighbor.
- Be a good community member.
- Be a good person.

Signature: _____

Date: _____

Figure 2-3a Sample Liberty Card (Under 20) (Red)

~~1~~ SEP 2011

(Letterhead Not Required)

1050
Office Code
Date

From: Rank, First Name, MI, Last Name, XXX XX (Last 4 SSN)/MOS,
Service Branch
To: Battalion/Squadron Level Commanding Officer
Via: Chain of Command

Subj: REQUEST FOR A GOLD LIBERTY CARD

Ref: (a) MCBJ/III MEFO 1050.7A

1. Per the reference, I request to be issued a Gold Liberty Card. I believe I am worthy of this privilege based on the following:

- a. No alcohol related incidents within the last 2 years
- b. No Courts Martial
- c. No adverse conduct related Page 11s, 6105s, or NJPs in the past 12 month period. Page 13, 6105s or Captain's Mast (Sailors)
- d. First class scores on PFT/CFT. PFA Cycle (Sailors)
- e. Current on Annual/Fiscal Year Training requirements (List dates of completion and scores)
- f. Marine Corps Common Skills test score/date or Enlisted Fleet Marine Force Warfare Specialist level of completion
- g. Not assigned to Body Composition Program or Fitness Enhancement Program
- h. PME complete for grade
- i. Previous meritorious conduct on special liberty
- j. Have been on Okinawa/Mainland Japan for 90 days
- k. Certified true copy of Official Military Personnel File
- l. Completion Certificate for Intercultural and Strategic/Bi-Lateral Training

2. I understand that liberty is a privilege. I will adhere to the core values of HONOR, COURAGE and COMMITMENT at all times. As an ambassador of the United States, I will conduct myself appropriately at all times.

//SIGNATURE//

Figure 2-4 - Sample Request for a Gold Liberty Card

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1050
Office Code
Date

ENDORSEMENT BY NCOIC/POIC in the chain of command:

From:

To:

Via:

Subj:

1. I have reviewed SNM's request and have confirmed the information that he/she has provided is correct. I have personally observed this Marine/Sailors over a 90 day period on a daily basis. Based upon this period of observation and the Marine's/Sailors record, I: (initial next to appropriate statement)

- a. Not enough Observation time: ____
- b. Enthusiastically recommend approval: ____
- c. Strongly recommend approval: ____
- d. Recommend approval: ____
- e. Recommend with Reservation: ____
- f. Not Recommended: ____

2. (NCOIC/POIC explanation of above recommendation): ____

//SIGNATURE//

ENDORSEMENT By Chain of command:

Platoon Sergeant: Recommend Approved/Disapproved

Required Comments: _____

Sign/Date

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Platoon Commander: Recommend Approved/Disapproved

Required Comments: _____

Sign/Date

Company 1stSgt: Recommend Approved/Disapproved

Required Comments: _____

Sign/Date

Company Commander: Recommend Approved/Disapproved

Required Comments: _____

Sign/Date

Bn/Squadron SgtMaj: Recommend Approved/Disapproved

Required Comments: _____

Sign/Date

Bn/Squadron Commander: Approved/Disapproved

If disapproved, the Marine has been counseled on this date
_____ as to the reason(s) for disapproval.

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If approved, use the following additional endorsement below:

//SIGNATURE//

From: Commanding Officer, _____
To: Rank/ FI, MI, LNAME (last four of SSN)/MOS USMC

Subj: REQUEST FOR A GOLD LIBERTY CARD

Ref: (a) MCBJ/III MEFO 1050.7A
(b) CG Policy Letter 2-10

1. In accordance with the references, you are approved for a Gold Liberty Card. I have personally reviewed your request for a Gold Liberty Card and have taken into account the recommendations of the Officers and enlisted personnel within your chain of command. In addition, I have screened your Official Military Personnel file.
2. As a Commanding Officer, I am also keenly aware that I am accountable for the actions of my uniformed personnel while on a liberty status in Japan. I understand that an off-base incident involving a member of my command may have an adverse strategic impact on U.S. and Japanese government relations. If you fail to abide by the policies governing a Gold Liberty Card, that failure may result in the Chain of Command being held accountable for your actions.
3. I am confident that you will adhere to Marine Corps standards and the core values of HONOR, COURAGE and COMMITMENT. I fully expect you to conduct yourself appropriately as an ambassador of the United States.
4. You will abide by the following instructions and provisions for gold card holders:

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a. You are authorized "overnight liberty" and are not required to check-in, unless directed (e.g. extended liberty weekend accountability).

b. You are not authorized in any off-base establishment or bars/night clubs after 2400 where the primary business is the sale and consumption of alcohol.

c. Off-base purchase and consumption of alcohol is secured under all circumstances from 2400-0500 daily, except at a private residence.

d. If you consume alcohol while on liberty, you will drink responsibly and plan for a safe return to your quarters. Under no circumstances will you operate a motor vehicle after consuming alcohol.

e. While on off-base liberty, to include approved Special Liberty and approved leave in Okinawa or in mainland Japan, you must have your gold liberty card in your possession.

f. The requirements to adhere to the rules of gold liberty Cards applies to local leave on Okinawa or mainland Japan.

g. If you fail to meet the expected gold card privileges.

//SIGNATURE//

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STATEMENT OF ACKNOWLEDGEMENT

Office Code
Date

From: Rank, FI, MI, LNAME (last four of SSN)/MOS USMC

To: Commanding Officer, _____

Subj: REQUEST FOR GOLD LIBERTY CARD

1. I, Rank, Full Name, have read and understand the Liberty Campaign Order. I further understand that a Gold Card is a privilege and not a right.

2. This privilege is afforded to highly deserving Uniformed Military personnel, who have demonstrated maturity, judgment, superior conduct and performance. "Deserving Uniformed Military Personnel" are those who have demonstrated a thorough understanding of the importance of the bilateral relationship and good faith that exists between the United States and our host country. I fully understand that as an ambassador of the United States, I will conduct myself appropriately at all times.

3. By accepting this Gold Card, I shall be entrusted to maintain a professional and courteous demeanor at all times, and I will exhibit a disciplined adherence to our core values both on and off duty. I understand that my failure to abide by the policy governing the Gold Card may result in my chain of command being held accountable for my actions. I also understand that my Gold Card can be permanently revoked or downgraded to a Red Liberty Card, as deemed necessary by you in order to comply with the intent of the Liberty Campaign Order.

4. I fully understand that I will have my liberty card in my possession while on off-base liberty. Violation of this provision may result in punitive action under the UCMJ, adverse administrative action, or both.

//SIGNATURE//

Figure 2-4--Sample request for a Gold Liberty Card

Chapter 3

Liberty Buddy Program

1. Purpose. To establish a Liberty Buddy program for specified uniformed personnel assigned to MCBJ and III MEF. Paragraphs 3 and 3(a) of this Chapter are punitive, violations of which are punishable under Article 92, UCMJ.

2. Background. Duty in any foreign country requires the highest degree of responsibility, maturity and self-discipline. The conduct and behavior of Marines and Sailors, both on and off-duty, has a significant impact on the Marine Corps' ability to accomplish its day-to-day mission and the way the Marine Corps is perceived. Off-duty conduct of Marines and Sailors is as critical as their performance on duty. Having a liberty buddy is a proactive measure to promote good conduct and preserve the well being of MCBJ/III MEF uniformed personnel. Self-discipline and sound judgment are the watchwords. A liberty buddy is defined as a uniformed military member, a SOFA status dependent, or a Department of Defense civilian employee of equal status.

3. Action. All red liberty card holders must have a liberty buddy for off-base liberty. The requirement for a liberty buddy exists after working hours, over weekends and during 72 and 96 hour liberty periods unless the uniformed member has been approved for local leave or has been approved for special liberty by the Battalion/Squadron level Commanding Officer. Travel between a residence and base does not require a liberty buddy, so long as that travel is directly to and from base and residence. Exceptions may be made for family reasons. For example, the uniformed member's children are in an off-base daycare facility and the spouse is unable to pick up the children.

a. While on liberty, liberty buddies must make every reasonable effort to avoid becoming separated. If liberty buddies become separated, they must report their separation to their command within 30 minutes. Becoming separated from a

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liberty buddy in and of itself does not represent a violation of this Order; failing to report the separation is a violation of this Order.

b. MSCs and Major Subordinate Elements (MSEs) may develop liberty buddy programs so long as they comply with the basic requirements of this Order and are in keeping with the purpose and intent.

c. MSEs at the battalion and squadron level will implement procedures to enforce paragraph 3a of this Chapter.

d. Exceptions to this Order require prior written approval of special liberty by a Battalion/Squadron Commanding Officer or above. Blanket exceptions will not be granted. All exceptions must be consistent with the intent of this Order (Example: travel to and from school, church, MCCS tours, sporting events, Okuma visit, etc.).

Chapter 4

Liberty Risk Program

1. Purpose. To establish regulations for liberty risk designation and assignment to the Liberty Risk Program for all commands within MCBJ and III MEF. The provisions of this Chapter are not punitive, however, violations of individual Liberty Risk Assignment Orders (Figure 4-1) issued by the Commanding Officers may be charged as a violation of a written order under Article 92, UCMJ.

2. Background

a. Per reference (f), it is illegal to deprive uniformed members normal liberty as punishment, except as specifically authorized under the UCMJ. However, it provides the authority for lawful deprivation of normal liberty in a foreign country or in foreign territorial waters when such action is deemed essential for the protection of foreign relations between the United States and the host country, or as result of international legal hold restrictions.

b. The conduct and decorum of all MCBJ/III MEF uniformed personnel during liberty hours must be given the utmost attention. Disruptive or adverse actions by MCBJ/III MEF uniformed personnel on off-base liberty can seriously impair U.S. relations with friendly countries where off-base liberty is authorized. No MCBJ/III MEF uniformed personnel should be off-base if his or her conduct and/or maturity threatens those relations.

3. Policy

a. Commanding Officers, as defined in appendix A, are authorized, after conducting an in-person or telephonic hearing as described in paragraph 8a of this Chapter, to designate and assign uniformed personnel under their command to the Liberty Risk Program for unacceptable behavior or conduct as indicated in paragraph 6a of this Chapter. The Liberty Risk Program has three classifications, explained in paragraph 7 of this Chapter. Commanding Officers will issue Liberty Risk Orders to uniformed personnel assigned to the Liberty Risk Program using the format contained in figure 3-1.

b. The initial period of liberty risk will not exceed 30 days, but may be extended by 30-day increments in accordance with paragraph 8c of this Chapter. Commanding Officers will review initial and extended liberty risk assignments on or before the 25th day to assess whether continued liberty curtailments are justified

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c. Within five working days of the initial or extended assignment to the Liberty Risk Program, uniformed members may request that the Commanding Officer reconsider the decision to place them on the program. Procedures for requesting reconsideration are outlined in paragraph 8d of this Chapter.

d. After normal working hours, designation and assignment to the Liberty Risk Program may be effected by a command representative such as the Officer of the Day. However, such designation and assignment will only extend to the first duty/working day following the period of liberty, at which time the Commanding Officer will determine whether to continue the liberty risk assignment by conducting an in-person or telephonic hearing as described in paragraph 8 of this Chapter.

e. The authority to designate and/or assign uniformed members to the Liberty Risk Program may not be delegated to subordinate Commanding Officers or be delegated "by direction".

f. The Liberty Risk Program is neither a substitute for pretrial restraint/confinement nor a means of punishment under reference (k). If not properly accomplished, assignment to the Liberty Risk Program may constitute pretrial restraint or illegal punishment, thereby potentially starting the speedy trial clock and/or authorization of credit for illegal pretrial restraint. Therefore, Commanding Officers will not use the Liberty Risk Program in lieu of pretrial restraint against uniformed members pending trial by court-martial. Commanding Officers should contact their Staff Judge Advocate (SJA) prior to assigning a uniformed member pending trial by court-martial to the Liberty Risk Program.

g. It is indisputable that the abuse of alcohol is a contributing factor to a large percentage of misconduct cases by uniformed personnel. Therefore, uniformed personnel assigned to the Liberty Risk Program are prohibited from purchasing or consuming alcoholic beverages on or off base.

h. On-base liberty, except as listed in this order, will not be affected by this program.

i. No uniformed member assigned to the Liberty Risk Program will be required to muster or work with uniformed members undergoing punitive action. However, uniformed members on the Liberty Risk Program will be required to log in and out at a place designated by the Commanding Officer, as indicated in paragraphs 7a, 7b, and 7c of this Chapter.

j. The policies and procedures in this Order only apply to designation as a "liberty risk" while in Japan. Neither this Order

1 3 1 1 1 1

nor its procedures are intended to apply to uniformed members deployed to a foreign country other than Japan. Commanding Officers may designate a uniformed member as a "liberty risk" while deployed to another foreign country in accordance with the guidelines set forth in reference (f).

4. Criteria for Liberty Risk Designation. A "liberty risk" is defined as a uniformed member whose Commanding Officer has determined that he/she poses a threat to maintaining positive foreign realtions. A uniformed member will not be designated as a liberty risk except when there is cause to believe that deprivation of normal liberty privileges is essential for the protection of foreign relations between the U.S. and the host country.

a. Designation as a liberty risk may be based upon evidence from written or oral law enforcement agency reports or credible information received from members of the command or others. A Commanding Officer may designate a uniformed member as a liberty risk when he/she believes it essential for the protection of foreign relations between the United States and Japan, and the uniformed member has, on one or more occasions, been involved in the following during his/her current tour:

(1) As the principal, conspirator, or aider and abettor in the commission of, or threatened commission of, a crime of violence, i.e., an offense under the UCMJ involving the use of force against another;

(2) As the principal, conspirator, or aider and abettor in the commission of an offense in violation of the UCMJ involving disrespect to, disobedience of, or the use of provoking words or gestures toward a member of the U.S. Armed Forces Military Police, Shore/Courtesy Patrols, or similar act against members of the Japanese Civil Police Authorities.

(3) In one or more incidents of misconduct involving drugs or alcohol, or the actual or constructive possession of an illegal firearm or weapon;

(4) As the principal, conspirator, or aider and abettor in the commission of acts which violate customs or laws of the host country or violate terms of the existing SOFA;

(5) A history of unauthorized absence, especially when such unauthorized absence was, in the judgment of his/her Commanding Officer, a result of drunkenness;

(6) A documented history of alcohol or drug abuse;

(7) Received an adjudged punitive discharge;

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(8) Recommended or approved for administrative separation for misconduct, personality disorder, alcohol or drug abuse, or separation in lieu of trial by court-martial;

(9) A violation of Japanese law or laws and is currently a suspect/accused in a Japanese criminal investigation or trial; or

(10) Committed some other act of misconduct or behavior not listed above indicating a likelihood that continued unfettered liberty could result in harm to the foreign relations of the United States.

b. Prior to designating a uniformed member as a liberty risk solely under paragraph 4a(10) above, Commanding Officers should consult with their cognizant SJA.

5. Liberty Risk Classifications. Commanding Officers will use the following classifications of liberty risk when assigning uniformed personnel to the Liberty Risk Program. The appropriate classification of liberty risk is determined by the Commanding Officer based on an assessment of the risk posed by those uniformed personnel designated a liberty risk. Each classification includes a "no purchase or consumption of alcohol" clause. Additionally, Commanding Officers may require uniformed members on the Liberty Risk Program to remain in the appropriate service uniform while on off base liberty, or in the uniform-of-the-day at on base locations where alcohol is sold and consumed. However, Commanding Officers may require a class "C" liberty risk to wear the uniform of the day during all periods of liberty in which the uniformed member is not in the immediate vicinity of the barracks or conducting physical training if the Commanding Officer has a genuine and articulable concern that the uniformed member may violate this Order by leaving base.

a. Class "A" Liberty Risk. Off-base liberty is authorized only when the uniformed member is accompanied by an NCO/PO or above. Off-base liberty will expire at 2200 each day. Prior to commencing off-base liberty, uniformed members and their accompanying NCO/PO will log out with the Barracks Duty Noncommissioned Officer/Staff Duty Noncommissioned Officer (DNCO/SDNCO). Uniformed members will log in with the barracks DNCO/SDNCO at or prior to 2200. No alcohol will be purchased or consumed while on the Liberty Risk Program. The current liberty card will be revoked and a red liberty card will be issued, to include "Liberty Risk A/2200 Secured/Escort Required" typed on front of the card, shown in figure 4-3.

b. Class "B" Liberty Risk. Off-base liberty is authorized only when the uniformed member is accompanied by an NCO/PO or above.

Off-base liberty will expire at 2000. Prior to commencing off-base liberty, uniformed members and their accompanying NCO/PO will log out with the Barracks DNCO/SDNCO. Uniformed members and their accompanying NCO/PO will log in with the Barracks DNCO/SDNCO at or prior to 2000. No alcohol will be purchased or consumed while on the Liberty Risk Program. The current liberty card will be revoked and a red liberty card will be issued, to include "Liberty Risk B/2000 Secured/Escort Required" typed on front of the card, shown in figure 4-3.

c. Class "C" Liberty Risk. Off-base liberty is prohibited. The uniformed member is not allowed to leave the camp/station under any circumstances. Uniformed members will log in with the Barracks DNCO/SDNCO as required by their battalion/squadron Commanding Officer. No alcohol will be purchased or consumed while on the Liberty Risk Program. The current liberty card will be revoked and no new liberty card will be issued while on Class "C" liberty risk.

6. Procedure

a. Liberty Risk Hearing. Due process considerations require Commanding Officers to provide uniformed members with notice and an opportunity to be heard prior to liberty risk designation. Commanding Officers will afford an informal, non-adversarial in-person or telephonic hearing to any member they contemplate designating a liberty risk. The uniformed member may have a person speak on their behalf at the discretion of the Commanding Officer. The uniformed member has no right to representation by an attorney at the hearing. At the hearing, the Commanding Officer should consider whether it is appropriate to advise the uniformed member of Article 31(b), UCMJ, rights. Commanding Officers will ensure that personnel designated as a liberty risk after normal work hours by a command representative (Officer of the Day), will be afforded a hearing to determine if continued designation and assignment to the Liberty Risk Program is warranted. This hearing should take place on the first duty/working day following the liberty risk designation.

b. Assignment to the Liberty Risk Program. If upon conclusion of the hearing the Commanding Officer elects to assign the uniformed member to the Liberty Risk Program, he/she will do so in writing using the assignment orders contained in Figure 4-1. The orders will include: times and dates of commencement and termination of liberty risk; date of the Commanding Officer's evaluation of the uniformed member's assignment to the Liberty Risk Program; instructions regarding logging in and out with DNCO/SDNCO; other conditions imposed; and uniform requirements for liberty, if applicable. Duplicate liberty risk assignment letters will be made and the uniformed member will acknowledge receipt. One letter will be given to the uniformed member

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and the other will be maintained by the command. The Commanding Officer will ensure that copies of liberty risk assignment orders are provided to subordinate Commanding Officers, section heads, and barracks duty personnel, as appropriate. Within 25 days of initial assignment to the Liberty Risk Program, the Commanding Officer will evaluate the uniformed member's behavior to determine if continued assignment to the Liberty Risk Program is warranted. Uniformed members may submit written matters for examination prior to the Commanding Officer's evaluation. Liberty risk assignment is not terminated until confirmed in writing by the Commanding Officer.

c. Extended Assignment to the Liberty Risk Program. If at the end of the initial assignment to the Liberty Risk Program, the Commanding Officer deems it necessary to extend members on the program for continued unacceptable behavior or conduct as described in paragraph 4a, they may do so after affording the member an in-person or telephonic hearing, as described in paragraph 5a of this Chapter. Subsequent extensions of 30 days are authorized, but only after following the hearing procedures described in paragraph 5a of this Chapter. Extended periods will not exceed 30 days. At the end of each extended liberty risk period, the Commanding Officer will evaluate the uniformed member's conduct and behavior to determine whether continued assignment to the Liberty Risk Program is warranted. Uniformed members may submit written matters for examination prior to the Commanding Officer's evaluation. An example format for extending liberty risk is contained in Figure 4-2. The procedures for issue and receipt of liberty risk extension orders will follow those outlined in paragraph 5b of this Chapter.

d. Reconsideration. Within five working days of the initial or extended assignment to the Liberty Risk Program, uniformed members may request that the Commanding Officer reconsider the decision to assign them to the Liberty Risk program. The request must be in writing and detail the reasons for the request. The Commanding Officer will respond, in writing, within 48 hours of receiving the uniformed member's request for reconsideration.

1 1050.7

1050

CO

Date

From: Commanding Officer

To:

Subj: ASSIGNMENT TO THE LIBERTY RISK PROGRAM

Ref: (a) MCBJ/III MEFO 1050.7A

(b) JAGMAN, section 0104b

(c) Manual for Courts-Martial (2008 Edition)

1. Pursuant to the references, you are hereby assigned to the Liberty Risk Program for an initial period of 30 days, commencing at 0800, _____ and ending at 0800, _____. This assignment is based upon the hearing held by me on _____ and the following information received by or known to me:

[Summarize the reasons why assignment to the Liberty Risk Program is essential to the foreign relations between the United States and the host country]

2. Within five working days of this assignment you may submit a written request for me to reconsider your assignment, stating the reasons for your request. I will respond to your request within 48 hours of receipt.

3. Within 25 days I will reevaluate your behavior to determine if your continued assignment to the Liberty Risk Program is warranted to protect foreign relations between the United States and our host country. This follow-on evaluation will occur no later than _____. You may submit written matters to me for examination prior to my evaluation.

4. Your liberty risk classification is Class "_____". The conditions of such are denoted below. You will read and initial the appropriate block.

_____ Class "A" Liberty Risk: Off-base liberty will only be granted when you are accompanied by a Noncommissioned Officer (NCO) or Petty Officer (PO) or above. Your off-base liberty

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will expire at 2200. Prior to commencing off-base liberty, you and your accompanying NCO/PO will log out with the Barracks DNCO/SDNCO, Building _____, Camp/MCAS _____. You and your accompanying NCO/PO will log in with the Barracks DNCO/SDNCO at or prior to 2200 each day. You will not purchase or consume alcohol while on the Liberty Risk Program.

_____ Class "B" Liberty Risk: Off-base liberty will only be granted when you are accompanied by a Noncommissioned Officer (NCO) or Petty Officer (PO) or above. Your off-base liberty will expire at 2000. Prior to commencing off-base liberty, you and your accompanying NCO/PO will log out with the Barracks DNCO/SDNCO, Building _____, Camp/MCAS _____. You and your accompanying NCO/PO will log in with the Barracks DNCO/SDNCO at or prior to 2000. You will not purchase or consume alcohol while on the Liberty Risk Program.

_____ Class "C" Liberty Risk: Off-base liberty is prohibited. You are not allowed to leave the limits of Camp/MCAS _____ under any circumstances. You will not purchase or consume alcohol while on the Liberty Risk Program.

5. The following additional condition(s) apply(ies). You will initial the appropriate block:

_____ a. While on off-base liberty, you are required to wear the appropriate service uniform.

_____ b. While at base facilities where alcohol is sold and consumed, you are required to wear the uniform of the day.

[OR for class "C" liberty risk only when deemed necessary by the commander, replace 5a. and 5b. above with 5c. below:]

_____ c. While on liberty, you are required to wear the appropriate uniform of the day at all times except when you are in the immediate vicinity of the barracks. You are authorized to leave the barracks in the appropriate physical training (PT) uniform attire if you desire to PT; however, you must log out/in with the Barracks DNCO/SDNCO, Building _____, Camp/MCAS _____, prior to, and at the completion of PT.

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[Commanding Officer may include other appropriate conditions here. Remember, liberty risk designation is not punishment for past conduct. It is an administrative withholding of privileges to protect the foreign relations of the United States. Any conditions must relate to protecting foreign relations.

6. You are advised that violation of any conditions of this Liberty Risk Order may be punishable under the Uniform Code of Military Justice (UCMJ).

I. M. COMMANDER

1 SEP 2015

I, _____, understand the conditions of my assignment to the Liberty Risk Program and that violation of any condition of my liberty risk assignment may be punishable under the UCMJ.

ACKNOWLEDGMENT OF RECEIPT: _____
Signature/Date

MCBJ/III MEFO 1050.7
1 SEP 2011

From: Commanding Officer
To:

Subj: EXTENDED ASSIGNMENT ON THE LIBERTY RISK PROGRAM

Ref: (a) My letter 1050 CO of _____.
(b) MCBJ/IIIMEFO 1050.7A
(c) JAGMAN, section 0104b
(d) Manual for Courts-Martial (2008 Edition)

1. Reference (a) placed you on the Liberty Risk Program for an initial 30-day period. Per references (b) through (d), and after a hearing held by me on _____, you are hereby extended on the Liberty Risk Program for a period of 30 days, commencing at 0800, _____ and ending at 0800, _____. This extension is based on:

[Summarize the reasons why assignment to the Liberty Risk Program is essential to the foreign relations between the United States and the host country]

2. Within five working days of this extended assignment you may submit a request, in writing and stating the reasons, for me to reconsider your extended assignment. I will respond to your request within 48 hours of receipt.

3. At the end of this extended period I will reevaluate your behavior to determine if your continued assignment to the Liberty Risk Program is warranted to protect foreign relations between the United States and our host country. This follow-on evaluation will occur no later than _____. You may submit written matters to me for examination prior to my evaluation.

4. Your liberty risk classification for this extended period is Class "____". The conditions of such are denoted below. You will read and initial the appropriate block.

____ Class "A" Liberty Risk: Off-base liberty will only be granted when you are accompanied by an NCO/PO or above. Your off-base liberty will expire at 2200. Prior to commencing off-base liberty, you and your accompanying NCO/PO will log out with the Barracks DNCO/SDNCO, Building _____, Camp/MCAS _____. You and your accompanying NCO/PO will log in with the Barracks

Figure 4-2.--Example Extended Assignment on the Liberty Risk
Program Letter

DNCO/SDNCO at or prior to 2200 each day. You will not purchase or consume alcohol while on the Liberty Risk Program.

____ Class "B" Liberty Risk: Off-base liberty will only be granted when you are accompanied by an NCO/PO or above. Your off-base liberty will expire at 2000. Prior to commencing off-base liberty, you and your accompanying NCO/PO will log out with the Barracks DNCO/SDNCO, Building _____, Camp/MCAS _____. You and your accompanying NCO/PO will log in with the Barracks DNCO/SDNCO at or prior to 2000. You will not purchase or consume alcohol while on the Liberty Risk Program.

____ Class "C" Liberty Risk: Off-base liberty is prohibited. You are not allowed to leave the limits of Camp/MCAS _____ under any circumstances. You will not purchase or consume alcohol while on the Liberty Risk Program.

5. The following additional condition(s) apply(ies). You will initial the appropriate block:

____ a. While on off-base liberty, you are required to wear the appropriate service uniform.

____ b. While at base facilities where alcohol is sold and consumed, you are required to wear the uniform of the day.
[OR for class "C" liberty risk only when deemed necessary by the commander, replace 5a. and 5b. above with 5c. below]

____ c. While on liberty, you are required to wear the appropriate uniform of the day at all times except when you are in the immediate vicinity of the barracks. You are authorized to leave the barracks in the appropriate physical training (PT) uniform if you desire to PT; however, you must log out/in with the Barracks DNCO/SDNCO, Building _____, Camp/MCAS _____, prior to, and at the completion of PT.

[Commanding Officer may include other appropriate conditions here. Remember, liberty risk designation is not punishment for past conduct. It is an administrative withholding of privileges to protect the foreign relations of the United States. Any conditions must relate to protecting foreign relations.]

MCBJ/III MEFO 1050.7

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6. You are advised that violation of any conditions of this liberty risk order may be punishable under the Uniform Code of Military Justice (UCMJ).

I. M. COMMANDER

I, _____, understand the conditions of my extension on the Liberty Risk Program and that violation of any condition of my liberty risk assignment may be punishable under the UCMJ.

ACKNOWLEDGMENT OF RECEIPT:

Signature/Date

1 SEP 2011

MARINE CORPS BASES JAPAN/ III MEF		DATE ISSUED 25-Jun-08
LIBERTY CARD Liberty Risk "A"/2200 Secured/Escort Rqd		DATE OF BIRTH 01-Jan-59
LAST NAME, FIRST NAME, MIDDLE INITIAL MARINE, JOE R		CARD NUMBER MCB 4114
SOCIAL SECURITY NUMBER 4321		RATE / RANK / GRADE LOPL/E-3
COMMAND / DEPARTMENT / BASE HQSVCN, MCB, CAMP BUTLER		
RESIDENCE / EXISTING ADDRESS ON-BASE (CAMP FOSTER)		
SIGNATURE, GRADE, TITLE OF ISSUING OFFICER F. H. SIMONDS JR., COL, BN CO		

MARINE CORPS BASES JAPAN/ III MEF		DATE ISSUED 25-Jun-08
LIBERTY CARD Liberty Risk "B"/2000 Secured/Escort Rqd		DATE OF BIRTH 01-Jan-59
LAST NAME, FIRST NAME, MIDDLE INITIAL MARINE, JOE R		CARD NUMBER MCB 4114
SOCIAL SECURITY NUMBER 4321		RATE / RANK / GRADE LOPL/E-3
COMMAND / DEPARTMENT / BASE HQSVCN, MCB, CAMP BUTLER		
RESIDENCE / EXISTING ADDRESS ON-BASE (CAMP FOSTER)		
SIGNATURE, GRADE, TITLE OF ISSUING OFFICER F. H. SIMONDS JR., COL, BN CO		

Figure 4-3.--Example Liberty Card Denoting Liberty Risk Assignment

Chapter 5

Courtesy Patrol

1. Situation. Off-base incidents of misconduct are inconsistent with our standards of conduct and tarnish our relationship with our Japanese hosts. As ambassadors of the United States in Japan, it is imperative we take a proactive approach to reduce the potential for off-base misconduct. Therefore, Courtesy Patrols will be established in areas of Japan which are frequented by SOFA members. Courtesy Patrols are designed to deter acts of misconduct while providing assistance to SOFA members and local business establishments. The Courtesy Patrol is not a military law enforcement activity.

2. Purpose

a. Publish guidance for the establishment and conduct of Courtesy Patrols in Okinawa.

b. Through reasonable and safe efforts, deter acts of misconduct by SOFA members by actively patrolling frequently visited off-base liberty areas.

3. Concept of Operations. The Courtesy Patrol will consist of teams of three or four uniformed members. The teams will patrol during the weekends and holiday liberty periods in four geographic areas frequented by SOFA members during off-base liberty hours. The patrols will make reasonable attempts to defuse potential volatile situations, (but not at the expense of personal safety), and build positive relations with the Okinawa community.

a. Hours of Patrolling. At a minimum, Courtesy Patrols will be conducted on Fridays, Saturdays, and during holiday liberty periods from 2200-0500. Commanding Officers may establish additional hours for the patrols operating within their respective areas. If liberty is otherwise restricted, further direction will be provided via separate correspondence identifying the change to the hours of patrolling.

b. Areas of Responsibility. The Courtesy Patrol plan designates four off-base liberty areas. Each Courtesy Patrol area will be administered by the Camp Commander geographically located nearest the area to be patrolled. The Courtesy Patrol's primary

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area of responsibility should focus where the highest concentration of SOFA members are located. The following are the off-base liberty areas to be patrolled:

(1) Area 1 (Henoko District). The Camp Commander, Camp Schwab will take responsibility for Area 1, which is identified in accordance with (IAW) figure 5-1. Zone limits are generally defined by the following landmarks:

North: Quick Stop Market
West: Nago Police Station
East: The eastern most street in Henoko
South: Athletic Field/Playground

(2) Area 2 (Kin District). The Camp Commander, Camp Hansen will take responsibility for Area 2, which is identified IAW figure 5-2. The zone limit is generally defined as the Kin bar/entertainment district adjacent to Camp Hansen.

(3) Area 3 (Kadena Gate 2/Chuo Park Avenue District). Via separate correspondence, the Commander, 18th Air Wing has taken responsibility for Area 3, which is identified IAW figure 5-3. The conduct of the patrol will be set forth by separate guidance. The zone limits are generally defined by the following landmarks:

North: Chuo Park Avenue and Korinza Shopping Mall (Red Best Sign)
West: Hwy. #85
East: Intersection of Gate 2 Street and Hwy. #330
South: Imaginary Line from Lawson's to Hwy. #85

(4) Area 4 (Futenma-Kitamae-American Village District). In coordination with the Commander, Marine Corps Air Station, Futenma, and the Commander, U.S. Naval Hospital (USNH), Camp Lester, the Camp Commander, Camp Foster will take responsibility for Area 4 IAW figure 5-4. Zone limits are generally defined by the following areas:

North: American Village/Jusco Shopping Complex
Central: Kitamae Bar District
South: Futenma Main Gate-Hwy. 58 Bar/Entertainment District

c. Personnel Assignments. All MCBJ/III MEF commands will provide uniformed personnel to their respective Camp Commanders to

support their Courtesy Patrols IAW the Courtesy Patrol Area Assignment Matrix in figure 5-5.

d. Team Composition. Each area will be covered by foot-mobile and/or vehicle-based roving patrol teams. The composition utilized will be decided by the respective Camp Commander. Teams will consist of at least one officer or one SNCO/Chief Petty Officer, and two NCOs/POs. The teams sourced by the 18th Wing Commander in Area 3 will include an additional NCO/PO to comprise a four-person team. The composition and assignment of vehicle-based roving patrols will be determined by each Camp Commander based upon their respective areas of responsibility. The team assignments for each Courtesy Patrol Area will be:

- (1) Area 1: (1) team of (3) members
- (2) Area 2: (2) teams of (3) members
- (3) Area 3: (2) teams of (4) members
- (4) Area 4: (4) teams of (3) members

4. Tasks

a. Deputy Commander, MCBJ. Establish and maintain cognizance over the Okinawa Courtesy Patrol Program; ensure equitable participation by all MCBJ/III MEF commands. Working in conjunction with III MEF, coordinate with other services with regard to conducting a Joint Service Okinawa Courtesy Patrol.

b. Commanding General, MCB, Camp Smedley D. Butler

(1) Provide Camp Commanders vehicle support when justified requests are received from MSC Garrison Mobile Equipment (GME) Responsible Individuals (RIs).

(2) Provide personnel to support the Okinawa Courtesy Patrol Plan as outlined in figure 5-5. Ensure subordinate Commanding Officers support the Camp Commander by fulfilling their Courtesy Patrol manning requirement.

(3) Provide cellular phone support to Camp Commanders for use by their identified Courtesy Patrol team leaders during patrolling. Ensure all cellular phones are photo capable and are

Figure 5-5

pre-programmed with emergency phone numbers prior to issue (e.g. PMO, United States Naval Hospital (USNH), etc.)

c. Commanding Generals, 3d Marine Division (3d MarDiv), 1st Marine Aircraft Wing (1st MAW), 3d Marine Logistics Group (3d MLG), and Commanding Officer, III MHG

(1) Provide personnel to support the Okinawa Courtesy Patrol Plan as outlined in figure 5-5.

(2) Ensure tenant and subordinate Commanding Officers support the Camp Commander by fulfilling their Courtesy Patrol manning requirement.

d. Camp Commanders

(1) Establish Courtesy Patrols to cover your assigned area of responsibility identified in figures 5-1 through 5-4. Establish a centralized location on your camp where the patrol teams can muster, receive special instructions, and conduct debriefs.

(2) Ensure all members of the Courtesy Patrol complete a pre-patrol checklist in figure 5-6. In addition, ensure all patrol members are aware of their patrol duties contained in figure 5-7.

(3) Establish a communications plan ensuring members of the Courtesy Patrol have continuous communications with, at a minimum, PMO and USNH, Camp Lester. In addition, members of the Courtesy Patrol will have in their possession a recall roster listing phone numbers of essential personnel throughout their patrol (e.g. PMO, Commander, duty, etc.). The Courtesy Patrol team leader will ensure they have an operable government photo capable cellular phone pre-programmed with emergency phone numbers.

(4) Establish a medical response plan in the event a member of the Courtesy Patrol or SOFA member requires medical assistance.

(5) Develop a vehicle support plan and provide as necessary. If vehicle requirements cannot be satisfied at this level utilizing currently assigned GME, the required vehicle(s)

will be requested from the GME Branch, MCB (G-4) via designated GME RI. At no time will a member of the Courtesy Patrol use their privately owned vehicle for patrolling.

(6) Provide maps of the designated area(s) of responsibility to all members of the Courtesy Patrol. Ensure all members are completely aware of their areas of responsibility.

(7) Provide all members of the Courtesy Patrol with a list of "off-limits" establishments in their area of responsibility, including their precise location.

(8) Report any violations of the UCMJ or inappropriate behavior by any member of the Courtesy Patrol directly to the member's Commanding Officer as soon as possible. Ensure the Deputy Commander, MCBJ is also informed within 24 hours.

e. Commanding Officer, MCAS, Iwakuni

(1) Develop a Courtesy Patrol program for bar/entertainment districts in the vicinity of your installation in keeping with the intent of this Order.

(2) Provide a weekly report of incidents/results of the patrols to the Deputy Commander, MCBJ.

f. Provost Marshal

(1) Ensure watch standers, desk sergeants, and patrol units are briefed on the conduct of the Courtesy Patrol in their districts and the requirement to assist the Courtesy Patrol in situations when requested.

(2) Ensure updated phone numbers for the desk sergeants of each district are provided to the Commanding General, MCB and the Camp Commander for inclusion in the Courtesy Patrol communications plan.

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5. Coordinating Instructions

a. Uniform

(1) Marines will wear the Service "C" uniform. During inclement weather, the tanker jacket or all-weather coat may be worn. Females will wear service slacks.

(2) Sailors will wear the Service uniform. Females will wear service slacks.

b. Anti-Terrorism/Force Protection Guidance. Be on the lookout for any suspicious activity or personnel near establishments most frequented by SOFA members. These establishments present themselves as lucrative terrorist targets. Members of the Courtesy Patrol must report any suspicious activity to PMO immediately.

c. Public Affairs Guidance. Command leaders and members of the Courtesy Patrol should answer all official queries on issues relating to the conduct of the Okinawa Courtesy Patrol IAW the Public Affairs Guidance in figure 5-8.

d. Post-Duty Report. At the completion of a patrol, each patrol must complete a Post-Duty Report IAW figure 5-9.

6. Administration

a. All MCBJ/III MEF commands will provide names to the respective Courtesy Patrol Commander not later than the 20th of each month.

b. The Courtesy Patrol is not a substitute for command presence. All senior Marines, Sailors, and Commanding Officers are encouraged to visit areas their Marines and Sailors frequent during liberty hours.

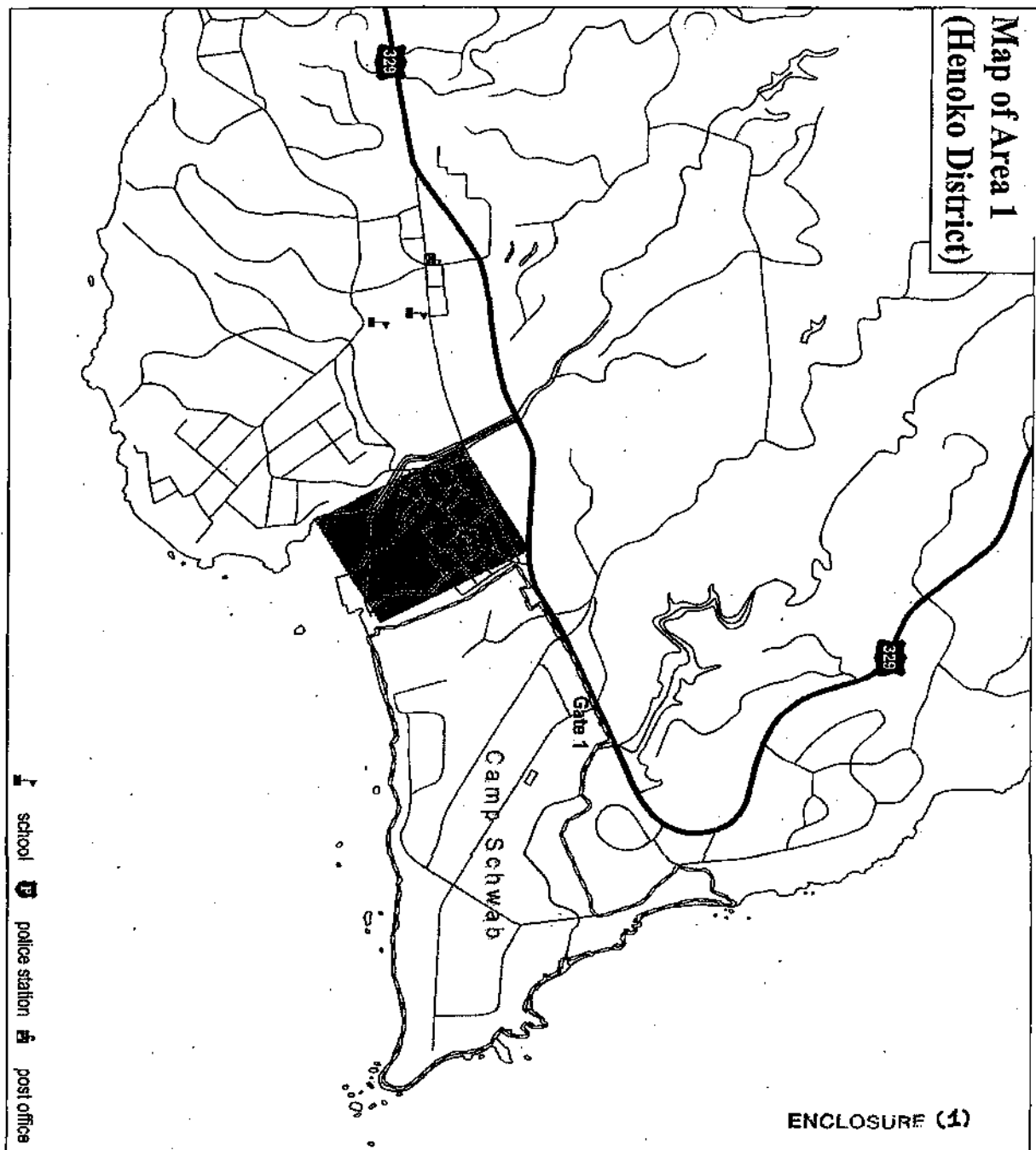


Figure 5-1.--Map of Area 1 (Henoko District)

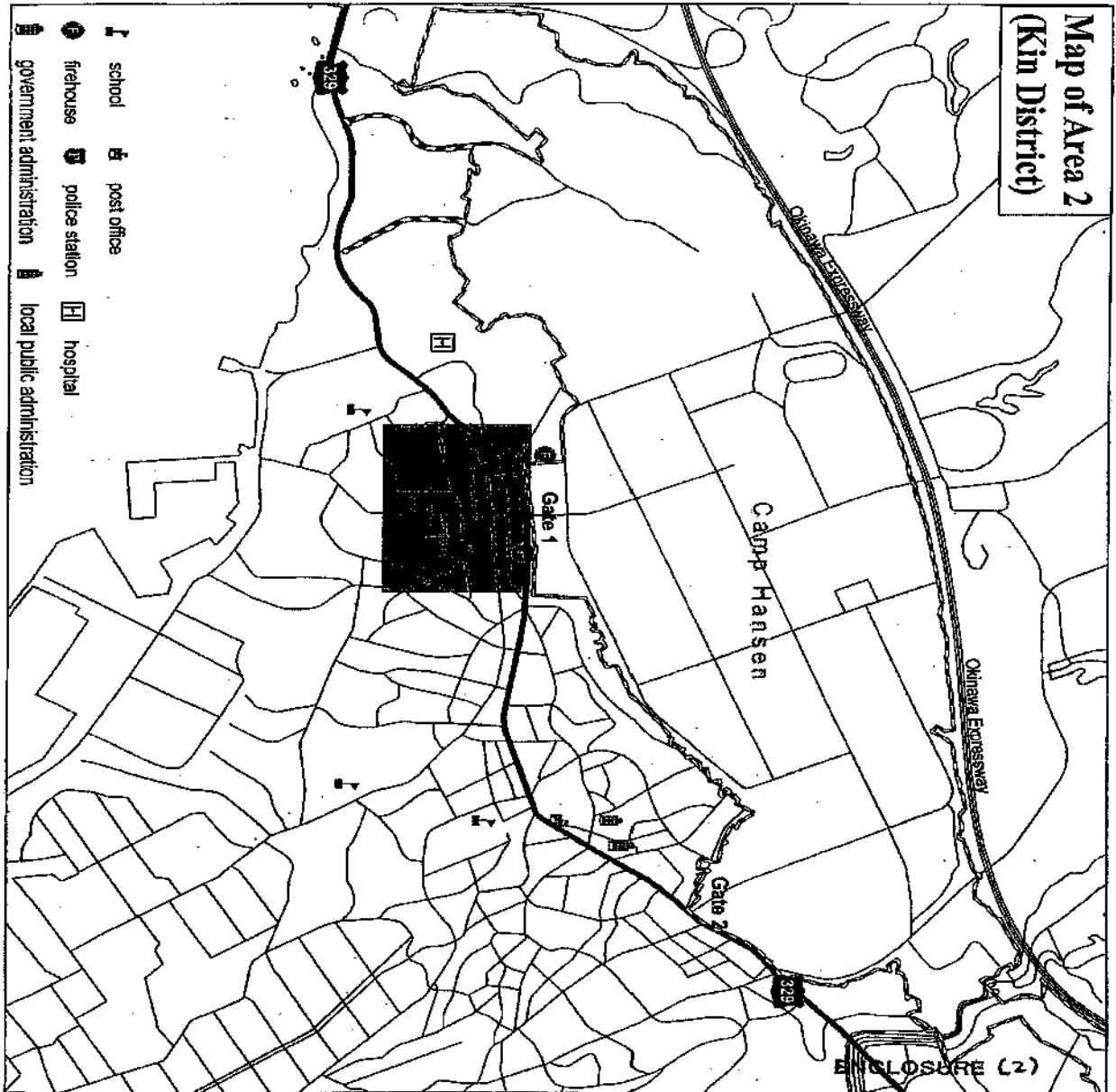


Figure 5-2.--Map of Area 2 (Kin District)



District)

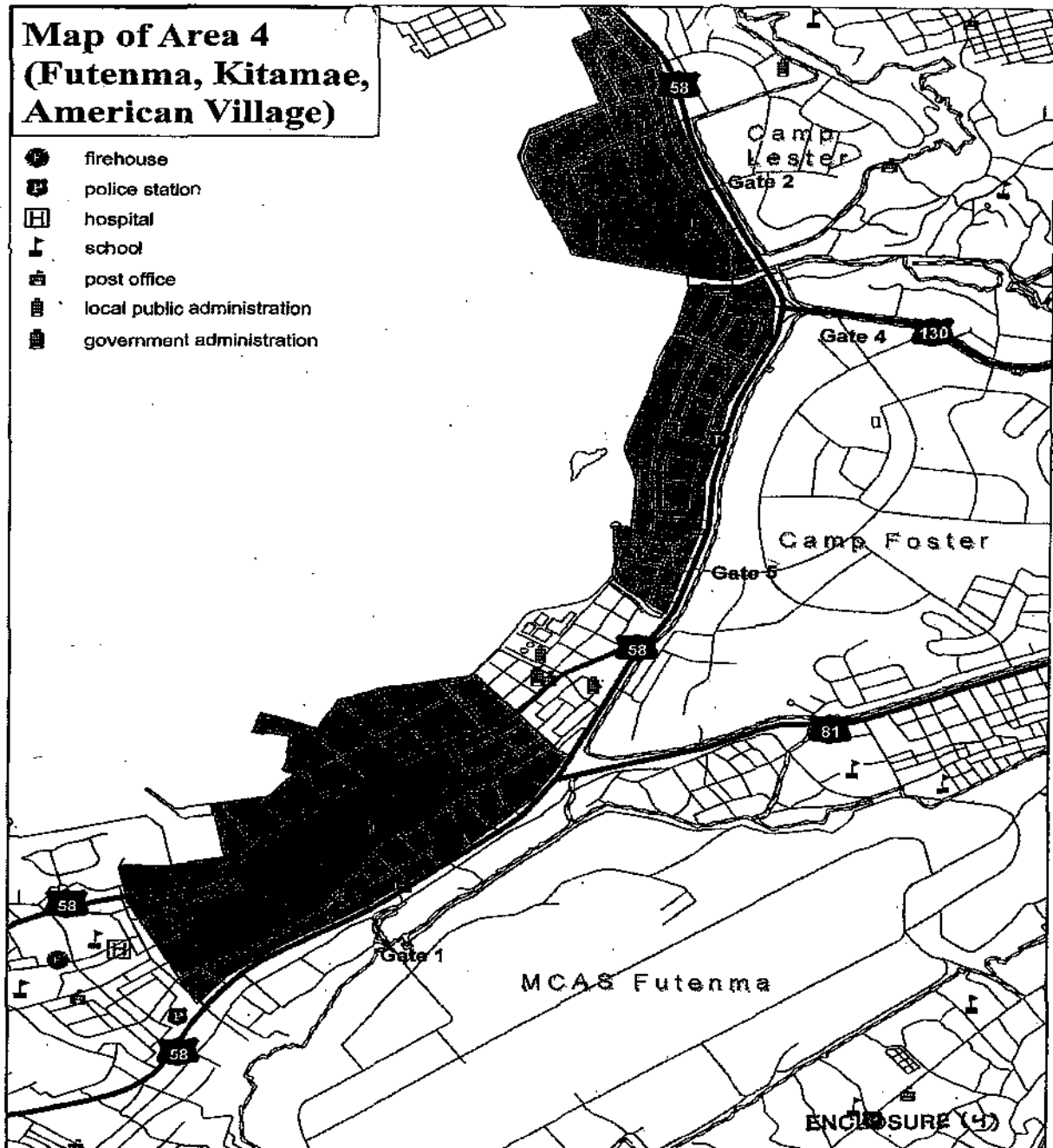


Figure 5-4.--Map of Area 4 (Futenma-Kitamae-American Village District)

COURTESY PATROL AREA ASSIGNMENT MATRIX

Area 1 1 PATROL	
MONTH	MSC
JAN	DIV
FEB	MLG
MAR	DIV
APR	DIV
MAY	MLG
JUN	DIV
JUL	DIV
AUG	MLG
SEP	DIV
OCT	DIV
NOV	MLG
DEC	DIV

Area 2 2 PATROLS		
	PATROL 1	PATROL 2
MONTH	MSC	MSG
JAN	MHG	MLG
FEB	MHG	DIV
MAR	MHG	MLG
APR	MHG	DIV
MAY	MLG	MLG
JUN	MHG	DIV
JUL	MHG	MLG
AUG	MHG	DIV
SEP	MHG	MLG
OCT	MHG	DIV
NOV	MHG	MLG
DEC	MLG	DIV

Area 3 2 PATROLS		
	PATROL 1	PATROL 2
MONTH	MSC	MSG
JAN	MAW	18TH WING
FEB	DIV	18TH WING
MAR	MHG	18TH WING
APR	MLG	18TH WING
MAY	MCBJ	18TH WING
JUN	MAW	18TH WING
JUL	DIV	18TH WING
AUG	MHG	18TH WING
SEP	MLG	18TH WING
OCT	MCBJ	18TH WING
NOV	MAW	18TH WING
DEC	DIV	18TH WING

Area 4 4 PATROLS				
	PATROL 1	PATROL 2	PATROL 3	PATROL 4
MONTH	MSC	MSC	MSC	MSC
JAN	DIV	MAW	MLG	USNH
FEB	MHG	MAW	MAW	USNH
MAR	MAW	MAW	MAW	USNH
APR	MAW	MLG	MAW	USNH
MAY	DIV	MAW	MAW	USNH
JUN	MAW	MLG	MLG	USNH
JUL	MHG	MAW	MAW	USNH
AUG	MLG	DIV	MLG	USNH
SEP	MAW	MAW	MCBJ	USNH
OCT	DIV	MLG	MLG	USNH
NOV	MLG	DIV	MAW	USNH
DEC	MLG	MAW	MCBJ	USNH

Figure 5-5.--Courtesy Patrol Area Assignment Matrix

***PRE-PATROL CHECKLIST**

Area:	Rank/Name:	1
Date/Time:		2
		3
		4

PATROL MEMBERS	INITIALS	COMMENTS
Military Identification Card		
Driver's License (If applicable)		
SOPA License		
Proper Uniform "Serv C"		
Read/understand enclosure (9)		
MCBJ/III MEFO 1630.2		

CELL PHONE		
Operational Check		
Fully Charged		
Emergency numbers pre-programmed		

PHONE ROSTER		
Camp Commander		
PMO (respective Camp)		
PMO HQ, Camp Foster		
U.S. Navy Hospital, Camp Lester		
Other service law enforcement		
Command Duty Officer		

MAP		
Area of Responsibility		
"Off-limit" Establishments		

Vehicle (If applicable)		
Operational Check		
Fuel Level		
Trip Ticket		

* Each member of the Courtesy Patrol is required to review and initial each item of this checklist. If there are any concerns contact the Camp Commander prior to conducting your patrol.

Figure 5-6. --Pre-Patrol Checklist

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COURTESY PATROL DUTIES

1. Conduct of Patrol

a. Complete a pre-patrol checklist prior to departing for patrol. (Figure 5-6)

b. The Courtesy Patrol will patrol its assigned areas, observing the conduct of SOFA members. At no time will any members of the Courtesy Patrol separate. Report all criminal activities to PMO immediately.

c. The Courtesy Patrol may enter establishments when invited to do so by either the manager of an establishment or by the Okinawa Police in order to assist in incidents involving SOFA members. The Courtesy Patrol may also enter establishments as a preventive measure in order to ensure SOFA members are maintaining good order and discipline. If denied entry into an establishment, this will be reflected in the Courtesy Patrol's report.

d. Members of the Courtesy Patrol are expected to resolve volatile situations involving SOFA members in the most peaceful way possible. At no time will a member of the Courtesy Patrol jeopardize his or her safety or the safety of others while carrying out their duties.

e. Become familiar with Marine Corps policy regarding proper liberty attire. Ensure all MCBJ/III MEF uniformed personnel are adhering to orders and regulations regarding the appropriate wear of liberty attire.

f. In any situation where local police are on the scene of an incident involving SOFA members, remain on the scene and call PMO immediately. Do not interfere with the Japanese Police.

g. In any situation involving misconduct by a SOFA member(s), attempt to learn the identity of the individual(s).

h. Every reasonable attempt will be made to limit physical contact with non-SOFA members.

Figure 5-7.--Courtesy Patrol Duties

i. Become familiar with all "off-limits" establishments within your area of responsibility. If suspected SOFA members are observed entering or exiting such establishments, make contact with the individuals and attempt to learn their identity. Ensure a SOFA members' personal information is documented, remind the individual the establishment is "off-limits," and direct the SOFA member to leave the area. Report the incident via the Courtesy Patrol report.

j. Record all significant incidents via a post-patrol report to the Camp Commander at the conclusion of the patrol using the Post-Duty Report Template. (Figure 5-9)

2. Resolving Situations

a. When potential or actual misconduct is observed, members of the Courtesy Patrol will identify themselves by their name and rank. They will state they are members of a Courtesy Patrol, and direct the offender(s) to cease and desist the activity in question immediately.

b. If an individual does not cease and desist immediately, or patrol members believe the incident should be reported, direct the individual to produce an identification card. If the person produces a DOD or U.S. Armed Forces identification card, record the information from the identification card. If a service member, ask for his/her unit information. If the offender is a non-military SOFA member, ask for the location of employment or his/her sponsor's unit information. Record as much information as possible.

c. If the offender refuses to produce an identification card or provide any information, advise the individual his/her behavior and description will be provided to military law enforcement authorities. If possible, use a cellular phone camera to obtain a photograph of the offender.

d. If a situation cannot be resolved by the Courtesy Patrol, immediately contact PMO relaying the Courtesy Patrol member's identification, location, and a brief explanation of the situation. If U.S. military law enforcement personnel are unable

Figure 5-7.--Courtesy Patrol Duties--Continued.

to respond in a timely manner, Courtesy Patrol members will attempt to detain the offenders by asking them to remain at the Courtesy Patrol's location. If the offenders refuse to be detained or have refused to provide identification information, attempt to maintain visual contact with the offender until PMO arrives.

(1) Courtesy Patrol members will not use force to detain offenders unless necessary to prevent the commission of a serious or violent crime or apprehend someone observed by the Courtesy Patrol committing a serious or violent crime.

(2) If clearly identified as a service member and observed committing an offense under the UCMJ, the Courtesy Patrol may use reasonable physical force to detain the individual until PMO arrives.

e. If a uniformed member assigned to MCBJ or III MEF is detained by the Courtesy Patrol and is compliant, the service member will be escorted to the muster area previously identified by each Camp Commander. The service member will be released to their unit representative as determined by the unit's Command Duty Officer. Units must retrieve their respective service members in a timely manner.

f. A uniformed member not assigned to MCBJ or III MEF will not be detained by the Courtesy Patrol unless done under paragraph 2d, above, or for that person's safety. If detained and noncompliant, Courtesy Patrol will contact PMO and wait for their arrival. If the uniformed member is compliant, the Courtesy Patrol will escort them back to the muster area.

g. Persons known or suspected to be SOFA civilians or dependents will not be detained by Courtesy Patrol members unless done under par 2d above. In cases of civilian misconduct, attempt to obtain as much information on the individual as possible and provide the information to PMO.

h. The use of force by the Courtesy Patrol to detain or deter misconduct by SOFA members will be a last resort. Force used will be the minimum amount necessary under the circumstances. Force will only be used in the situations outlined in 2d, in

Figure 5-7.--Courtesy Patrol Duties--Continued.

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self-defense, to prevent serious bodily injury or significant property damage, or to prevent the commission of serious or violent crime.

3. Open Containers

a. SOFA members are not authorized to carry open containers of alcohol outside of bar/entertainment establishments. If a SOFA member is observed in violation of this policy, the Courtesy Patrol members are authorized to instruct the violator to either return inside the establishment where the beverage was purchased or pour out the beverage while Courtesy Patrol members observe.

b. Establishments may have outdoor gathering areas. These areas are considered part of the establishment and drinking in these areas is permitted. This is not regarded as an open container violation.

Figure 5-7.--Courtesy Patrol Duties--Continued.

1 SEP 2011

PUBLIC AFFAIRS GUIDANCE

Background: The purpose of Courtesy Patrols is to provide assistance, guidance and leadership to U.S. service members on liberty off-base in order to deter and minimize incidents resulting from misconduct. In addition, the Courtesy Patrol is intended to build positive relations with the community by projecting a visual representation of responsible ambassadors of the U.S. military. Courtesy Patrols have been conducted in Okinawa for several years.

Statement: Courtesy Patrols in Okinawa are conducted at popular locations for Marines/Sailors on liberty during the most active times. The patrols are intended to deter acts of misconduct by U.S. service members through the leadership of senior enlisted Marines/Sailors and Officers. Courtesy Patrols do NOT perform "law enforcement" duties.

Below are important messages that can be used when communicating with media or general public:

- The mission of the Courtesy Patrol is to provide assistance, leadership and guidance to U.S. service members in order to deter and minimize off-base incidents resulting from misconduct.
- The Marine Corps has been doing this for several years in Okinawa. We believe that the Courtesy Patrols benefit both Okinawans and U.S. service members by reducing and preventing off-base liberty incidents. We have had a great deal of success in the past, and we believe these patrols will continue to yield similar results.
- Courtesy Patrols do not engage in police-type activities. If a Courtesy Patrol encounters a situation that cannot be resolved via verbal instructions, appropriate military law enforcement authorities will be notified.
- The Courtesy Patrols have been implemented with the cooperation and concurrence of the Okinawa Prefectural Government (OPG), Okinawa Prefectural Police (OPP), Okinawa Defense Bureau (ODB) and the Ministry of Foreign Affairs (MOFA) under the Cooperative Working Team.

Figure 5-8.--Public Affairs Guidance

- The Marine Corps and its Commanding Officers take seriously all incidents and allegations involving misconduct by Marines/Sailors.
- No misconduct by any U.S. service member is acceptable, either in this community or in our communities within the United States. Leaders at all levels, from the youngest private to the most senior general officer, work exhaustively to implement programs and policies that reduce accidents and incidents involving U.S. service members.
- U.S. service members have a healthy relationship with the people of Okinawa.
- We are here in support of the U.S.-Japan Treaty of Mutual Cooperation and Security.

MEDIA QUESTIONS BEYOND THE SCOPE OF THIS GUIDANCE SHOULD BE REFERED TO:

III MEF/MCBJ Public Affairs

645-0790/1/2

OkinawaPAO@usmc.mil

After hours: 090-6861-4397 or 090-6861-4398

Figure 5-8.--Public Affairs Guidance--Continued.

**OKINAWA COURTESY PATROL
POST-DUTY REPORT TEMPLATE**

[illegible]

Figure 5-9.--Post-Duty Report Template

Chapter 6

Prohibited Activities

1. Purpose. To promulgate instructions and regulations concerning prohibited conduct and activities for MCBJ/III MEF uniformed personnel, Department of Defense (DoD) civilians and SOFA status contractors employed on or residing on a MCBJ installation, and the dependents of said personnel (hereinafter SOFA status personnel). Paragraphs 2 through 11 of this Chapter are punitive, violations of which are punishable under Article 92, UCMJ, or may result in adverse administrative action.
2. Off-Limit Areas. Commanding Officers are encouraged to forward recommendations for designated on-base restricted areas. The provisions of reference (g) are applicable to such designations. Current designated on-base prohibited areas/activities are provided in figure 6-1. Reference (h) applies to establishment of off-base restricted areas. Figure 6-2 applies.
3. Commercial Activities and Off Duty Employment. No person will engage in any commercial activities or off-duty employment in Japan, except in conformity with the provisions of reference (i), which requires application and approval of such activities by the Commanding General, MCB, Camp Smedley D. Butler (SJA). As defined herein, commercial activity and/or off duty employment will include any activity from which a profit is expected or received, directly or indirectly, by the person or persons so engaged. The only exception to this prohibition is the performance of services of legitimate employment aboard a U.S. military installation, in which the service is rendered to other U.S. citizens. Examples of such services are polishing an automobile for another individual and employment in the clubs system.
4. Cooperation with Military Police and Japanese Police
 - a. Cooperation with law enforcement officers of the United States and Japan is required. Identification cards will be shown upon request to anyone in apparent authority, including local Japanese police, and to anyone identifying themselves as an Officer or enlisted uniformed member (E-4 and above) of the Armed Forces. Military identification cards will be presented

100.001

to Japanese law enforcement officials or to U.S. military officials when requested.

b. In accordance with the UCMJ, military police, shore patrols, security police, officers, and enlisted uniformed members (E-4 and above) of the Armed Forces are to take preventive or corrective measures with any Armed Forces personnel, when there are reasonable grounds to believe that an offense under the UCMJ has been or is being committed and that the person or persons being apprehended committed or is committing it. Follow guidelines laid out in Figure 5-7 of this Order when resolving situations. Liberty may be terminated by military police, shore patrols, security police, officers, enlisted uniformed members (E-5 and above), Command Duty Officers, or Officers of the Day. Such termination of liberty may be off-base or on-base.

(1) Military Police will promptly inform telephonically the command representative of any individual whose liberty has been terminated, citing the reason for termination and the identity of the individual involved.

(2) Liberty may be terminated for any act that constitutes a breach of the peace, a public nuisance, other violations of the UCMJ, or a violation of this Order.

5. Specific Behavior and Conduct Requirements on Base and in the Japanese Community

a. Privacy is a valued right in Japan and a rare commodity. Intrusions on privacy must be avoided. Noise originating from within motor vehicles will be in conformation with reference (j).

b. "No Smoking" signs will be strictly observed. Commanding Officers will indoctrinate all personnel to recognize "No Smoking" when written in Japanese, and all personnel are required to learn and observe the same.

c. Shrines and temples will be respected and will not be marred, marked, destroyed, or littered.

6. Limitation on the Consumption of Alcoholic Beverages

a. Policy

(1) The minimum alcohol possession and consumption age for U.S. military service members assigned to MCBJ/III MEF while in the country of Japan, and for all military and civilian personnel located on any MCBJ installation is 20 years of age. "Distilled Spirits (Hard Liquor)", as defined by this Order, is any beverage with alcohol content greater than 15% (greater than 30 proof). E-3s and below who live in the barracks shall not possess more than six (6) 12-oz beers/wine coolers/malt liquor beverages OR one (1) 750 ml bottle of wine per occupant of legal age. E-3s and below, regardless of age, are not authorized to possess or consume any hard liquor in the barracks. This includes those E-3s and below who are on TAD/leave in Japan. E-3s and below (20 years or older) may only purchase hard liquor in an on/off base club or restaurant for the immediate responsible consumption at that location. Responsible hard liquor consumption may also be authorized at unit functions, (e.g., birthday balls, mess nights).

(2) NCOs/POs (E-4/E-5) may possess no more than one (1) liter bottle of hard liquor OR twelve (12) 12-oz beers/wine coolers/malt liquor OR two (2) 750 ml bottles of wine per NCO/PO occupant of legal age. The responsible consumption of hard liquor is authorized for NCOs/PO (E-4/E-5) 20 years of age and above in the barracks. Hard liquor will be locked up at all times when not being consumed. An example of securing the hard liquor would be locked within wall lockers or desk secretaries within the barracks room. Beer/wine/hard liquor above authorized amounts per rank are not authorized to be possessed or stored in barracks of E-5s and below regardless of age. Providing alcohol to underage or unauthorized military or civilian consumers is prohibited and subjects the offender to administrative and/or disciplinary action under the UCMJ. Also, any Marine or Sailor who knows that another Marine or Sailor is consuming alcohol while underage or in a manner otherwise prohibited by this Order and fails to stop or report it to proper authority may be subject to administrative and/or disciplinary action for violating article 92, UCMJ. Displaying of empty bottles or cans of alcohol of any type is not permitted in any barracks.

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(3) U.S. military service members, military dependents, and civilian workers 18 and 19 years of age may work in restaurants/clubs aboard MCBJ installations where alcohol is served so long as their duties do not include possession of alcohol (i.e., mixing drinks, stocking bottles, serving alcohol, etc.).

(4) No person subject to this Order will possess or consume alcoholic beverages in any public or working area on board U.S. MCBJ, except within authorized U.S. Forces clubs, messes, exchange facilities, or common areas such as pavilions or BBQ areas, unless specifically authorized by individual Camp/Station Commanding Officer.

(5) No person subject to this Order will consume alcoholic beverages at spectator type events, public gatherings, or assemblies, unless such beverages are dispensed to the general public at such events by an activity authorized by competent authority.

(6) No person will consume alcoholic beverages from any individual's personally owned bottle on the premises of a club or mess on a military installation, or an off-base privately owned bar, cabaret, or restaurant, except at private parties that are held in rented or leased public establishments when individuals furnish their own alcoholic beverages.

(7) No person subject to this Order will consume alcoholic beverages in motor vehicles, military aircraft, or aboard military vessels. Exceptions only allowed via prior approval from tour sponsor, (e.g., MCCA fishing trips).

(8) General regulations concerning consumption of alcoholic beverages at Navy and Marine Corps installations are contained in references (g) and (h). Reference (c) specifically authorizes the possession and consumption of alcoholic beverages in bachelor officer's quarters (BOQ), senior bachelor enlisted quarters (BEQ), civilian employee's quarters, and those areas designated by installation Commanding Officer for command entertainment or organized social functions. This Chapter establishes MCBJ/III MEF policy on beverage control to include age requirements.

(9) Commanding Officers will ensure that public consumption of alcoholic beverages is subject to reasonable restrictions. Public intoxication and misconduct arising from consumption or abuse of alcohol is not to be tolerated.

(10) Alcoholic beverages will not be consumed in a vehicle, at any time (except as indicated in paragraph 6c(8) above), by either the vehicle driver, or any passenger in the vehicle. No person will transport alcoholic beverages in a vehicle, or possess such alcoholic beverages upon the highway, public thoroughfare, or street, after the original cap or stopper of the container has been removed or perforated, except in a storage compartment not accessible without stopping the vehicle, or in a rear portion of a station wagon, jeep, or truck.

(11) The consumption of alcohol by all persons subject to this Order is prohibited during Typhoon Conditions One, One Caution, One Emergency, One Recovery, and Storm Watch. This applies to personnel in government housing and in off-base residences as well as bachelor members in BOQs, BEQs and barracks. Only when normal liberty is sounded by the member's command is alcohol consumption authorized. This provision is intended to promote the health, safety and welfare of persons subject to this Order by ensuring that personnel remain unimpaired during dangerous storm conditions and that MCBJ/III MEF personnel are fit for duty in the event of emergency recall.

(12) Alcoholic beverages will not be consumed by any person in a duty status or within eight hours prior to assuming a duty status. This prohibition does not preempt other applicable directives that govern consumption of alcoholic beverages by service members in a flight status.

(13) Commanding Officers may administratively withhold or withdraw drinking privileges from individuals who prove, by their actions, they cannot be trusted to consume alcoholic beverages responsibly.

b. Action. Every Commanding Officer will make responsible behavior a priority and every service member will take personal responsibility for their conduct.

7. Drugs and Narcotics. The following activities are strictly prohibited:

a. Obtaining, possession, or use of any narcotics or controlled substances, except pursuant to a prescription from a physician, dentist, or a veterinary surgeon. The legitimate and proper obtaining, possession, and use of instruments which may be used to administer or dispense such drugs by pharmacies, medical importers, medical wholesalers, legitimate medical, dental, or veterinary facilities, and members of the medical, dental, and veterinary professions will not be restricted by this Order. Persons who are on a prescribed regimen of narcotics, dangerous drugs or controlled drugs, and of parenteral drugs, may obtain, possess and use the instruments or devices necessary to administer the prescribed medicine(s). No person who obtains, possesses, or uses such drugs pursuant to prescription may do so except for purposes of treatment in accordance with the prescribed dosages and any other conditions of the prescription.

b. Obtaining, possessing, using, or introducing into any military area, installation, aircraft, or vessel in Japan, any intoxicant drug, without authority from a medical or dental officer. For purposes of this Order, an intoxicant drug (excluding alcohol or alcoholic beverages) is any substance which, if used in a sufficient quantity, impairs to any perceptible degree the rational and full exercise of the user's mental and physical faculties.

8. Rallies, Demonstrations, and Similar Activities

a. No SOFA status personnel will become involved as an active or passive participant in any Japanese political rally or a political demonstration of any type sponsored by or including Japanese citizens. However, those SOFA status personnel who are Japanese citizens may participate in political activities authorized by Japanese law.

b. The restrictions contained in DoD Directive 5500.7R (Joint Ethics Regulations) and MCO 5370.7B (Political Activities) apply to the political activities of uniformed members of the armed services and civilian employees while in Japan. Additionally, all SOFA status personnel must comply with

Japanese laws and regulations regarding political activities, demonstrations, and similar activities.

9. Communications. No SOFA status personnel will operate citizens band radio transmitting or receiving equipment, except in the performance of official duty.

10. Unsafe/Reckless Driving. No SOFA status personnel will become involved as an active or passive participant (passenger or spectator) in any illegal street racing, drifting, speed competition, or motorcycle stunts in Japan or U.S. government roadways.

11. Water-Related Recreational Activities. No SOFA status personnel shall enter the waters of Okinawa and surrounding islands for the purpose of participating in any water related recreational activity without wearing or using the proper safety devices/equipment designated for the specific water related activity.

a. SCUBA divers shall be certified, wear protective/safety equipment and dive within the guidelines outlined in MCBJO 1710.1.

b. Snorkelers and free divers entering the water at locations not supervised by lifeguards, at a minimum, shall wear an appropriately sized personal floatation device, (e.g., buoyancy compensator device).

c. Surfers (includes wind and kite boarders), at a minimum, shall attach a leash from the user to the board.

d. Operators of personal water craft (e.g., jet skis, wave runners) shall wear, at a minimum, an approved, appropriately sized life vest and tethered kill switch/cord.

e. All personnel participating in water related recreational activities shall utilize the buddy system.

f. No water related recreational activities will be planned or conducted during SEA CONDITION DANGER or when local conditions result in the closure of a beach/coastal area.

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12. Action. AC/S, MCCS will coordinate with the Army and Air Force Exchange Service to ensure its facilities aboard MCBJ camps/stations comply with this Order.

RESTRICTED AREAS ABOARD MARINE CORPS INSTALLATIONS

The following on-base areas are off-limit to all unauthorized personnel:

1. All caves, gun positions, areas of heavy vegetation, hills and tunnels, except those tunnels designated for vehicular use or pedestrian traffic.
2. Construction sites, industrial areas, cranes, dry-docks, heliports, runways, and taxiways.
3. All residential areas at all times, except for residents and guests. As an exception to this prohibition, it is recognized that certain residential areas on board various Navy and Marine Corps installations are so situated that transit through such areas is required to get from one authorized area to another. Nothing in this Order should be construed so as to prohibit such traffic, whether vehicular or pedestrian. Such traffic, however, when transiting these residential areas will keep to the roadways and sidewalks provided. Loitering in such residential areas is prohibited. Commanding Officers are encouraged to survey their installations and issue supplementary instructions on this subject, if deemed necessary.
4. Exchanges, commissaries, MCCS facilities and grounds from 30 minutes after closing until 30 minutes prior to opening.
5. Any Department of Defense Dependents School grounds, except to students enrolled in that school, school officials, parents who have children enrolled in that school, and personnel having official business at the school. No person will visit with a student on the school grounds without first securing written permission to do so at the main office of the school.
6. Bodies of water within the boundaries of the Northern Training Area and Camp Gonsalves. Streams may be crossed, however, rivers and reservoirs will not be used tactically or administratively. The tactical or administrative use of all water drainage ditches/canals aboard any camp is prohibited.

Figure 6-1.--Restricted Areas Aboard Marine Corps Installations

7. Any structure or area which the Commanding General, MCB, Camp Smedley D. Butler or other competent authority has designated as "Restricted" or "Off limits."

Figure 6-1.--Restricted Areas Aboard Marine Corps Installations
Continued

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PROHIBITED AREAS/ACTIVITIES OUTSIDE MARINE CORPS INSTALLATIONS

The following areas/activities are off-limits and prohibited to all SOFA status personnel:

1. The following areas around Camp Schwab, except when sponsored and escorted by local nationals:
 - a. Henoko Village playgrounds
 - b. The Henoko Village baseball field
 - c. The Henoko Village fishing boat pier
2. The following areas around Camp Hansen, except when sponsored and escorted by local nationals:
 - a. Kin-Cho Athletic Field
 - b. Ryukyu Sanitarium
3. No SOFA status personnel will enter upon any burial site or enter into any tomb except as a member of a funeral cortege or as a family member at appropriate ceremonies.
4. Any public or private school grounds, except students enrolled in such schools, school employees, parents who have children enrolled in such schools and personnel having official business at such schools. No SOFA status personnel will visit with a student on school grounds without first securing permission from the school's main office.
5. No SOFA status personnel will participate in any of the following activities: Cliff diving, bungee jumping, bridge jumping, hang-gliding, or parachuting.
6. The operation of all unlicensed motorized cycles, All Terrain Vehicles, and Go-Karts by SOFA personnel on public roadways on or off base is strictly prohibited.

Figure 6-2.--Prohibited Areas/Activities off Marine Corps
Installation

Chapter 7

Civilian Clothing Regulations

1. Purpose. To provide policies for wearing civilian clothing by all MCBJ/III MEF personnel. Paragraphs 4 and 5 of this Chapter are punitive, violations of which are punishable under Article 92, UCMJ.

2. General

a. The wearing of civilian attire should be a matter of personal pride. Each individual is considered at all times to be an ambassador of the United States while serving in Japan and, as such, individual dress and conduct should reflect credit upon oneself and the United States.

b. Officers, SNCOs/CPOs, and NCOs/POs are expected to set the standard for wearing civilian clothing and to ensure those high standards are adhered to by personnel under their charge.

c. This Order is not intended to supplant directives issued by individual camp or station Commanding Officers to accommodate local circumstances. However, in the event of a conflict between this Order and individual camp or separate command directives, this Order takes precedence. Additionally, the Director of MCCA will ensure that MCCA facility managers enforce this Order.

3. Enforcement. Everyone is responsible for enforcing this Order and promoting good order, discipline, and morale. To assist in this endeavor, PMO and Camp Guard will issue MORs when violations are observed. Violators who cannot make an immediate correction to their civilian clothing will be directed to return to their quarters to make the appropriate correction.

4. Civilian Clothing. Civilian clothing will be worn in good taste and not in conflict with accepted attire of the host country. All MCBJ/III MEF personnel will, by their appearance, set an example of neatness. As general guidance, civilian clothes should reflect the style, fit, and neatness directed by reference (k). To ensure an appropriate dress code is established, the following minimum standards, while not all inclusive, are provided. The liberty attire prescribed herein applies equally to on and off-base liberty.

a. Footwear. Appropriate serviceable footwear will be worn. Sandals (with or without heel straps) are authorized for leave and liberty. Shower shoes (rubber thong style flip flops), dive booties, bare feet, etc., while permitted at recreational beaches and swimming pools are not otherwise appropriate and are prohibited

away from living quarters except for wear at the beach or pool. Sandals and casual styles of footwear are appropriate to be worn without socks.

b. Shirts/Blouses. The style and type of acceptable shirts/ blouses are too numerous to specify individually in this Order. Shirts/blouses will be clean, serviceable, and worn in the same manner as the uniform service shirt. The size and fit of the shirt/blouse will mirror a neat appearance similar to that of the male or female long sleeve or short sleeve service uniform shirts. Excessively baggy clothing will not be worn. Shirts may be worn untucked that do not hang below crotch level, provided they are straight cut across the bottom. All shirts/blouses with a tapered tail will be tucked in. Those shirts/blouses that are not tucked in such as the Hawaiian styles must reflect a neat appearance.

(1) Uniform and civilian undershirts are not appropriate as outerwear. Also, prohibited as outerwear are all tank top style shirts/jerseys, halter-tops, tube tops, swimsuit tops and see-through mesh tops. Such clothing is acceptable only while physically participating in sports/physical training activities or while at the pool/beach. Sundresses and similar styles of female clothing that are sleeveless are considered to be appropriate attire.

(2) The pro-uniform style of baseball, football, basketball, etc., jerseys with sleeves are acceptable, provided they are straight across the bottom and do not hang below the crotch.

(3) The wearing of excessively oversized shirts detracts from a neat appearance, does not remotely resemble the Service "C" uniform, and therefore are not appropriate. Designer/casual warm up style suits (Reebok, Addidas, FUBU etc) may be worn as liberty attire. They will be clean, neat, and conservative in appearance. No service related sweat suits may be worn as liberty attire, with the exception of the Marine Corps running suit jacket zipped as outlined in reference (k).

(4) Wearing of backpacks. Government issued backpacks are authorized for wear in both uniform and civilian attire. Members may hand carry a civilian purchased back pack while in uniform. These packs must be hand carried and not slung over a shoulder or worn on the body while in uniform.

c. Trousers/Shorts/Skirts. Clean and serviceable trousers or shorts, with a belt (if belt loops are present) are the standard. The size and fit of trousers, shorts, or skirts will resemble the appearance and style reflected by the proper wearing of uniform

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trousers or skirts. Excessively oversized trousers or shorts do not reflect a neat appearance and are not appropriate. Shorts will reflect a respectable and conservative style of neatness and decency and will not be revealing in style. Soiled, frayed, torn, or excessively faded items are not appropriate and will not be worn. Also prohibited are trousers that expose any portion of the underwear or buttocks as well as those that are excessively "baggy" or hanging off the buttocks. Skirts, trousers, blue jeans, and shorts that have not been properly hemmed are prohibited. These items should be of a length and fit to maintain proper modesty and not be unacceptably revealing.

d. Headgear. Removal of headgear (covers, ball caps, headdress, etc.) is mandatory inside all facilities aboard MCBJ unless in uniform and under arms. Recognized religious apparel is authorized for wear. Camp Commanders may authorize club managers to waive headgear restrictions for special events such as Western Nights, Sports Nights, etc. Hats/ballcaps will be worn square on the head, bill facing forward, as intended by design and reflecting the professional image of this Order's intent.

e. Headphones. Wearing headphones while walking, running, bicycling, inline skating, or driving a POV is prohibited on sidewalks and roads both on-base and off-base. Wearing headphones is authorized on tracks, treadmills, and running paths in parks or on seawalls. Playing portable "boom" boxes or car stereos excessively loud (disruptive to others) is not appropriate and is prohibited.

f. Military Clothing. In accordance with reference (e), military clothing, such as Gortex parka/trousers and flight jackets, bought at the individual's own expense are authorized for wear with civilian attire. These items must not reflect any type of military affiliation and must conform to the requirements published in paragraph 4 of this Chapter.

g. Tattoos/Branding. In accordance with reference (k), tattooing or branding of any part of the head, face, or neck is prohibited. In other areas of the body, tattoos or brands that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the United States military are also prohibited.

h. Body Piercing/Unnatural Hair Color. Unnatural hair color as well as tongue and body piercing anywhere on the body is prohibited except females may wear one earring in each ear while in civilian attire. Earrings will not be worn by male Marines/Sailors.

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5. Prohibited Civilian Clothing

a. Clothing that has been altered, cut or is otherwise worn in a manner to present an abbreviated covering, or sexually provocative appearance is prohibited. Specifically prohibited are articles of clothing where the midriff is exposed.

b. Any garment, to include caps and hats, inscribed, printed, or bearing patches with slogans, words, pictures, symbols, or print which may be interpreted by a reasonable person to be profane, sexually suggestive, or obscene, is prohibited. This includes garments that are supportive of or oriented towards the glamorization of alcohol, or any other illegal activity, including the use of illegal or illicit drugs.

c. Clothing that is tattered or soiled will not be worn. This includes trousers which have torn, ragged holes in knees, upper legs, etc. Athletic attire, such as running shorts, sweat suits, and tank tops, is appropriate for athletic events and fitness centers. Athletic attire described above is prohibited in mess halls, retail stores, clubs, restaurants or working spaces. This includes, but is not limited to, the Base Exchange (BX)/Post Exchange (PX), commissary, United Service Organizations (USO), theaters, library, snack bars, bowling alley, hospital, medical and dental clinics, or other similar establishments. An upper body covering is required for athletic activity, such as jogging, off base or near populated areas such as exchanges and clubs.

d. Athletic attire and swim suits are appropriate at pools, seaside recreation areas, and athletic facilities, but are not appropriate and are prohibited in mess halls, retail stores, clubs, restaurants or working spaces. This includes, but is not limited to, the BX/ PX, commissary, USO, theaters, library, snack bars, bowling alley, hospital, medical and dental clinics, or other similar establishments. Bathing/swim suits or other water sports attire may be worn only for swimming, sunbathing, or sports activities in the immediate vicinity of a beach, pool, or quarters. While in transit from quarters to any area in which a swim suit is authorized, appropriate outer clothing will be worn.

e. Any garment bearing designs, insignias, patches, or print that may be interpreted to be directly and clearly derogatory to any ethnic, racial, or religious group, to any military service or nation, or to the flag, logo or symbol of any nation are prohibited.

f. Hair nets, wave-caps/doo rags, handkerchiefs, or nylon socks on the head are prohibited outside of living quarters.

APPENDIX A

TERMS DEFINED

1. Off-base Liberty. For the purpose of this order, "off-base liberty" is defined as permission to leave a camp or station while in a regular liberty status. Liberty on a Marine Corps Bases Japan installation is not considered off-base.
2. Commanding Officer. For the purpose of this order, "Commanding Officer" refers to battalion/squadron Commanding Officer or higher and detachment Officers-in-Charge/Commanding Officers who are designated as such by a commanding general or a table of organization.
3. MCBJ/III MEF uniformed personnel. For the purpose of this Order, includes only active duty Armed Service Members who are present in Japan.
4. SOFA status personnel. For the purpose of this Order, includes all U.S. uniformed military personnel temporarily or permanently assigned to MCBJ/III MEF in Japan, U.S. uniformed military personnel temporarily or permanently assigned to tenant commands aboard MCBJ, Department of Defense (DoD) civilians and SOFA status contractors employed on or residing on a MCBJ installation, and the dependents of the foregoing personnel.
5. Dependents. For the purpose of this Order, includes both SOFA and non-SOFA family members, unless a provision specifically addresses a distinction between SOFA and non-SOFA family members.
6. Liberty Buddy. For the purpose of this Order, a liberty buddy may be another U.S. Armed Forces member, a SOFA status family member, or a Department of Defense civilian employee of equal status.

GOLD CARD CRITERIA

Lance Corporals & Sailors (E-3)

1. No alcohol related incidents within the last two years.
2. No Courts Martial in a Marine's/Sailor's Service Record Book (SRB).
3. No adverse conduct related Page 11s, 6105s, or NJPs in the Marine's SRB in the past 12 month period. In the case of a Sailor, no adverse conduct related Page 13s, 6105s or Captain's Mast.
4. First class scores on the PFT and CFT, or in the case of a Sailor, satisfactory completion of PFA cycle (Sailors).
5. Current on annual/fiscal year training requirements (gas chamber, rifle/pistol qualification) (Marines).
6. Annual completion of the Marine Corps Common Skills test.
7. Appropriate level of completion of the Enlisted Fleet Marine Force Warfare Specialist Program for Sailors.
8. Must not be assigned to the Body Composition Program or in the case of a Sailor the Fitness Enhancement Program
9. PME Complete for grade (Completion of Advancement requirements and Rate Training Manual for Sailors).
10. Previous meritorious conduct on Special Liberty.
11. Has been on Okinawa/mainland Japan 90 days.
12. Complete screening of Official Military Personnel File certified by the Battalion/Squadron level Commander.
13. Completion certificate (Okinawa Cultural Awareness Training).